

Saint Francis de Sales Home and School Organization Treasurer Job description

Job Description:

The Treasurer shall be responsible for maintaining a direct line of communication between the Organization and the school Bookkeeper to support the complete and accurate records of receipts and expenditures for the Organization. He/she shall present monthly financial reports and completed fundraiser financial reports at all regularly scheduled meetings of the Organization. The Treasurer shall create a budget in May for the upcoming school year with advice from the school Bookkeeper. The Treasurer shall prepare a financial statement at the end of the school year for review. The Treasurer shall collect all funds raised for the Organization by committee chairs and deposit these funds into the Organization's bank account. The Treasurer shall make payments out of the Organization's bank account which are approved by all Officers and co-signed by the Principal.

Time Commitment:

- Two-year term
- Must attend monthly Home and School meetings during the school year.

List of Duties:

- Log all financial transactions on a spreadsheet as they occur throughout the school year.
- Create a monthly balance sheet of all deposits and expenses that occurred within the month. Email a copy to the church CPA/school Bookkeeper along with a copy of the monthly bank statement. Present the monthly balance sheet at the Home and School meetings, pass out a copy to all in attendance, and be prepared to answer any questions.
- Reconcile the checkbook at the end of each month.
- Receive approval from all officers of payment requests before obtaining a check for payment. May receive approval by email as long as Officers sign the request form at their next opportunity.
- Write checks after receiving Officer approval. Principal is co-signer for all checks written. Principal must also sign payment request form before signing a check.
- Make deposits within five business days of receiving them.
- Keep "Payment request" forms readily available in the Home and School mailbox. A digital copy may be emailed upon request.
- File monthly balance sheets, monthly bank statements, and any completed payment request forms in the Treasurer's file system.
- Keep PayPal account current for use for fundraisers and facilitate its use for event coordinators including the use of card readers if needed.
- Monitor the Home and School bank account on a weekly basis to verify there are no mistakes or fraudulent charges.
- Be prepared to be involved in all Home and School fundraisers by working with coordinators and volunteers to collect money raised, pay vendors, reimburse expenses and keep records of income and expenses for each event.