



PTF Treasurer Job Description and Duties

Job Description

The Parent Teacher Fellowship (PTF) treasurer is the custodian of the parent group's funds. The treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, submits annual tithes to the school, and organizes the books for annual audit. The treasurer also helps create fundraising forms and schedule PTF events as needed. As a member of the PTF board, the treasurer represents the parent group, and thus this individual's actions reflect upon the reputation of the group and the school.

Characteristics

- Desires to serve the PTF, the school, the students and ultimately the Lord
- Computer literate – must know how to use Excel or be willing to learn
- Appreciates the value and power of a balanced budget
- Appreciates the value of a paper trail; willing to follow through on tight financial controls
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- “In touch” with school activities and PTF business, or wants to become in touch
- Understands that this role is the custodian of other peoples' money

Time Commitment

- General PTF meetings monthly
- Board meeting monthly – typically follows the general meeting
- Most work can be done on your own schedule

Typical Monthly Responsibilities

- Post financial transactions to our financial systems as they occur throughout the month
- Create monthly PTF treasurer reports
- Reconcile checkbook
- Write checks as needed (two signatures and proper paperwork required)
- Make deposits in a timely fashion, as needed

- Keep financial transaction forms available for all volunteers
- Preserve financial records, including invoices and control forms

The PTF meets monthly with ELCS family/staff to discuss upcoming events, fundraisers, issues etc. The treasurer needs to be able to attend at least 75% of the meetings each year. Should the treasurer not be able to attend, he or she needs to advise the PTF president and have the financial reports available. As an officer with the PTF, you will receive 30% of your required service hours for the year.