



## ***Pointers Run Elementary PTA, Inc.***

***6600 S.Trotter Road Clarksville, Maryland 21029  
410-313-7142***



### **FINANCE OFFICER/ ASSISTANT TREASURER**

The Assistant Treasurer is an appointed position. The term of this position is one year, beginning July 1st and ending June 30th of the following year. The Assistant Treasurer is the authorized custodian of PTA funds on behalf of the membership and the board of directors.

#### Duties and Responsibilities:

The Assistant Treasurer/ Finance Officer will...

- Prepare deposits of cash and checks and assure all PRES PTA funds are promptly deposited into a bank account where PRES PTA funds are maintained separately from funds of any other organization.
- Maintain a detailed account of all funds received (e.g. payee, relevant committee, etc.) using the prescribed format.
- Provide deposits slips and deposit detail to the Treasurer for recording in the PTA's financial software.
- Manage all disbursement requests for Teacher/Staff Grants.
  - Approve the disbursement request as submitted or acquire additional information from teacher/staff as necessary.
  - Forward approved disbursement requests to the Treasurer.
  - Maintain a listing of all teacher/staff grants paid.
- Manage forms and money produced for the purpose of the PTA Membership Drive...
  - Collect and manage all membership forms with associated payment.
  - Confirm payment for each membership (log check received or reconcile credit card payment with PayPal report).
  - Forward the membership forms to the Membership Chair once payment has been confirmed.

- Maintain a current listing of membership forms received in collaboration with the Membership Chair and provide updated copies to the Recording Secretary as needed.
  - Communicate with the Membership Chair to ensure accurate accounting of memberships and payments.
- Assist the Treasurer as requested