



## Treasurer

This position is a 2 year Executive Board Position

### Job Responsibilities

- To maintain all financial information per fiscal year beginning Aug 1 and ending July 31 in accordance with IRS guidelines
- To file an IRS return in accordance with IRS guidelines
- To have custody of all the funds of the organization
- To maintain financials on Volunteer Builder/Finance
- To keep a full and accurate account of receipts and expenditures
- In accordance with the budget adopted by the organization, to make disbursements as authorized
- To sign checks
- To present a financial statement including the current monthly bank statement to the Executive Board and a Treasurer's report at general membership meetings
- Assist in all major events  
    Sneak-a-Peak, TigerFest, Tigerthon, and all major fundraising events, etc...)
- To serve as member on the PTO Grant Committee
- To mentor treasurer elect in preparation for the following year duties

