

**The Vice President for Finance shall:**

1. Be custodian of all funds and securities of the organization.
2. Keep full and accurate account of receipts and disbursements in treasurer's permanent ledger book, according to standard accepted accounting procedures, which will include a beginning and ending balance.
3. Disburse the funds of the PTA as authorized by the Board, paying all bills promptly by check. Insure that neither of the signers of the check is the payee.
4. Reconcile the automatic debits to bank account that come from membership dues to National PTA.
5. Purchase insurance as authorized by the executive committee.
6. Register signatures of all designees for all bank accounts and/or deposit boxes.
7. Present a financial statement at all meetings of the Board and at other times as requested by the President.
8. Prepare a financial report for the annual convention.
9. Serve as Chairman of the Budget Committee and make arrangements as to time and place of meeting.
10. Present the proposed budget at the Summer Board meeting.
11. Remit a check to the Office Manager after receiving the payroll timesheet signed by the President. Pay applicable taxes and file required tax forms.
12. Coordinate with the Financial Officer to prepare a packet for local unit Treasurers to be distributed at the beginning of each school year.
13. Serve as a member of the Office Committee.
14. Make available all financial records for semi-annual auditing and year-end audit.
15. File forms and reports annually if required by the IRS.
16. Record and acknowledge in-kind donations.
17. Update board report document in Google Drive.
18. Perform duties outlined in the Convention Guidelines.
19. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

**Position Requirements:**

- Prior experience in unit.
- Background in setting up budgets, bookkeeping and maintaining treasurer's books.
- Understanding of local, State and National bylaws.
- Familiarity with the Local Leader Kit and the National PTA web site.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.