

# FINANCIAL SECRETARY

You help keep the budget balanced!



## **TIME COMMITMENT**

30 minutes per week and 2 monthly meetings.

## **BUSIEST TIME OF YEAR:**

Beginning of the year and during fundraising events.



## **SUMMARY OF ROLE:**

Work closely with the treasurer in handling PTA funds.

## **ONGOING TASKS & RESPONSIBILITIES:**

- Enter transaction forms into Quickbooks online
- Take deposits to local bank

