**Finance Vice President**

**Placement**

Slated by Nominating Committee

Elected by Membership

**Reporting**

President

**Commitments**

* Officer, Executive Board
* Manager, Finance Team
  + Financial Secretary/Check & Cash Receipts
  + Financial Secretary/Online Receipts

**Primary Responsibilities**

1. Write reimbursement checks after the requests have been approved by the President and Secretary
2. Maintain the accounting software PTAEZ and provide limited access to other members as needed
3. Works with the Financial Secretaries to record all deposits
4. Works with the Finance Teams of Walk-A-Thon & Auction and Fall Festival to ensure proper procedures are followed
5. File forms such as the Raffle Registration, all tax forms, RRF-1, Worker’s Compensation, 1099-MISC and others as required by the state and Council PTA by their due dates
6. Work with CPA for annual tax return and work with Auditor for semi-annual audit
7. Submit monthly membership dues and annual insurance dues to the Council
8. Presents updated financial information at each Board Meeting (if cannot attend sends information with President)
9. Presents updated financial information at each Association Meeting (if cannot attend sends information with President)
10. Assists in creating materials for and presenting at the PTA Leadership Training
11. Serves as an officer on the Executive Board, therefore
    * Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
    * Attends PTA sponsored workshops or trainings
    * Attends council, district, and state PTA meetings as appropriate
    * Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
    * Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
    * Protects members’ privacy by utilizing member information for PTA work only
    * Should become knowledgeable of the contents of the following resources:
      + *California State PTA Toolkit*
      + Unit, council, district, and state PTA bylaws
      + *Insurance and Loss Prevention Guide*
      + California State PTA website: www.capta.org
12. Serves as a resource for the President by:
    * Updating the budget and providing the updated budget before every Board and Association meeting for review
    * Providing the Treasurer Report and Financial Secretary Report at every Board and Association meeting
13. Oversees the Finance Team and as such
    * Holds and conducts a minimum of three team meetings to ensure the team stays on-strategy throughout the year
    * Reports to the Board on the status and progress of the Finance Team
    * Ensures all members of the Finance Team submit a Year End Report and have a successful transition with the incoming team

**Time Commitment**

* + This position requires approximately 3-5 hours per week
  + This position requires attendance and speaking ability at all Board and Membership meetings to present the Treasurer Reports, to get check ratification, contract approval, and budget approval/change as needed
  + This position requires moderate computer time and someone who checks email regularly
  + This position requires time to stop by the school office at least once or twice a week to pick up approved check requests

*Revised 1.24.17*