

## Crescent Park PAC Volunteer Position Job Description

**Job Title:**

PAC Treasurer (or Co-Treasurer\*)

**Purpose:**

To manage the financial affairs of the committee and ensure proper financial records are maintained.

**Location:**

Home, School

**Key Responsibilities:**

Note: The responsibilities below reflect the Treasurer role being shared between 2 elected individuals, should there be 1 Treasurer elected, they would assume responsibility for all these tasks.

1. Budget Coordinator/Reporting (Treasurer #1)
  - Annual budget tracking – create and maintain budget/actuals spreadsheet
  - Reconcile income and expenses monthly
  - Prepare monthly reports for PAC
  - Present monthly report at PAC meetings
  - First email responder to questions on the budget/budget categories/approved amounts etc.
  - Directs which account is used for what expense types and collaborates with School Staff on management of district held accounts
  
2. Gaming Grant Application and Reporting (Treasurer #1)
  - Annual application for Gaming Grant (apply in May for the upcoming year)
  - Ensure planned expenditures are compliant with regulations
  - Track expenditures
  - Complete reporting forms & submit annual report to the Gaming Authority
  - Applies for fundraising event related Gaming Licenses, reconciles and submits post event report
  
3. Banker (Treasurer #2)
  - Write cheques for all expenses – arrange co-signing from co-Treasurer or President
  - Ensure cheques written are approved within the PAC budget or specific PAC meetings
  - Complete all bank deposits
  - Photocopy all cheques & deposits
  - Complete monthly reconciliation on bank statements (can also be Treasurer#1)
  - Provide copy of reconciled bank statements to Budget Coordinator
  - Coordinates the funding of floats for each school event
  - Coordinates with event leaders to determine the handling of money at events
  - First email responder to questions on specific expense cheques requires or deposits that need to be made

**Reports to:**

PAC Executive, Members

**Length of Appointment:**

July 1<sup>st</sup> – June 30<sup>th</sup>  
Appointed for one year. May serve a total of two consecutive years.

**Time Commitment:**

3-5 hours per week  
Attends monthly meetings

**Qualifications:**

Accounting experience and budget planning experience an asset. Knowledge of financial records and ability to use spreadsheet software. Ability to adhere to confidentiality requirements.

**Support:**

PAC executive and committee members.

\* This role can be shared between 2 elected individuals. This is highly recommended when 1 of the members has limited daytime availability.