



Sparta Education Foundation

Treasurer Job Description

The treasurer position requires the applicant to have general accounting and Quickbooks experience. Typically the treasurer is a voting member of the SEF board of directors (see duties listed under the Board of Directors tab), as well as a member of the executive and finance committees. The SEF treasurer is paid a small stipend to cover financial document preparation. In addition to meeting attendance, the following duties are required.

- Prepare monthly reports, email to the board, and post on the SEF shared drive
- Prepare the annual budget (along with the finance chairperson and committee), and present to the board at the April meeting
- Serve on the executive committee
- Coordinate and review all required governmental filings
- Administer and receive donations from the SEF PayPal account, Amazon Smile, and any other outside organizations (i.e., United Way)
- Prepare checks for accounts payable
- Maintain accounting records and review for accuracy
- Submit necessary records, documentation, and forms to designated accounting firm for preparation of annual tax filings
- Prepare financial summary reports for each special event after the event is complete

To be considered for the position of treasurer, please email sef@spartaschools.org and write treasurer on the subject line. A board member will get back to you concerning the next steps.