

## PTA Treasurer – Position Description

*Last updated February 2026*

### ***Be the Voice That Connects Us – Serve as PTA Communications Chair or Co-Chair!***

Love clear messaging, strong storytelling, and making sure no one misses important information? As PTA Communications Chair or Co-Chair, you'll help shape how the Brown International Academy community stays informed, engaged, and connected.

This role isn't about doing everything alone—it's collaborative, flexible, and can be shared. You'll partner with a co-chair if desired, Executive Board members, event leads, and the Principal to ensure PTA communications are consistent, timely, and welcoming.

If you enjoy writing, organizing information, and helping families feel in the loop, this might be your perfect lane.

### **Purpose**

The PTA Treasurer provides financial stewardship for the Brown International Academy PTA in accordance with Colorado PTA guidelines and best practices. This role ensures responsible management of funds, clear reporting, budget development, and year-over-year financial continuity. The Treasurer helps the board make informed decisions by keeping financial information accurate, timely, and easy to understand.

### **Key Responsibilities**

#### **Financial Management & Recordkeeping**

- Maintain accurate financial records using QuickBooks
- Classify and reconcile expenses regularly
- Manage bank deposits and monitor accounts through First Bank Online
- Issue timely reimbursements to volunteers and staff as well as disbursements to the school
- Ensure proper documentation of receipts for PTA debit cards (monthly audit)
- Maintain updated balance sheet and financial reports

### **Budgeting & Forecasting**

- Lead development of the annual PTA budget each spring (approved at the final May meeting)
- Conduct P&L variance analysis (year-over-year, budget vs. actuals)
- Create financial forecasts as needed (typically quarterly)
- Provide financial insight to support event and fundraising planning

### **Reporting & Compliance**

- Present financial reports at required PTA meetings
- Organize, perform, and submit the annual audit to Colorado PTA
- Coordinate with the PTA's tax accountant to ensure timely tax filings
- Maintain compliance with sales tax exemption requirements
- Track and report on fundraising income, sponsorships, and direct giving efforts

### **Event & Fundraising Financial Support**

- Partner with VP of Fundraising to track event revenue and sponsorships
- Monitor income from platforms such as Cheddar Up and Fund Hub
- Support VP of Events with event budget tracking
- Oversee Family Assistance funds in partnership with VP School Partnerships
- Provide financial transparency so teams can plan confidently

### **Leadership & Collaboration**

- Attend required monthly PTA Membership and Executive Board meetings
- Partner closely with fellow officers to align financial planning with school priorities

### **Estimated Time Commitment**

Approximately 5–10 hours per month on average. Additional time is needed during: (1) Annual budget development (spring), (2) Year-end reporting and audit, and (3) Tax preparation coordination.

Workload is predictable and structured, making this a sustainable role for working parents and caregivers.

### **Term**

Ideally, this is a two-year commitment (2026–2028 school years) to provide financial continuity and stability.



## Learn More

This is a high-trust, high-impact leadership role that supports every other PTA initiative. When our finances are clear and strong, everything else runs more smoothly. Interested in learning more or talking through whether this could be a good fit for you?

Contact Erica at [treasurer@brownpta.org](mailto:treasurer@brownpta.org).