

PTA Treasurer – Position Description

Last updated February 2026

Be the Steady Hand Behind It All – Serve as PTA Treasurer!

Enjoy bringing order to the details, keeping things on track, and helping a team make confident decisions? As PTA Treasurer, you'll play a vital role in supporting the Brown International Academy community by ensuring our finances are clear, accurate, and well-managed.

You'll work closely with the Executive Board, event leads, and the Principal to keep financial information organized, transparent, and easy to understand—helping every PTA initiative run more smoothly.

If you're comfortable with numbers, enjoy systems and organization, and want to make a meaningful impact behind the scenes, this could be a great fit.

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

**Brown International
Academy**



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.