

Administrative Treasurer

Summary: The Administrative Treasurer organizes all the forms, lists, and ticket sales for the PTO. The Administrative Treasurer helps oversee all volunteer lists, special food days, and all ticket sales. As a member of the PTO board, the Administrative Treasurer represents McKinley to external parties and represents the parents' voices to school staff.

Time Commitment: 4 - 8 hours/month; monthly PTO meetings

Term Commitment: 1 year

Key Responsibilities:

- Managing all lists and forms
- Overseeing special food days (e.g., bagel, pizza, chicken, Mexican, subs)
- Managing all volunteer lists and submitting them to the school
- Overseeing all ticket sales
- Managing all forms on Toolkit

Skills & Experiences:

Required:

- Ability to keep all forms and documents organized
- Ability to learn new PTO software
- Ability to learn to build and pull financial reports
- Relationship Management
- Vendor Management

Preferred:

- Prior accounting experience

Technologies: PTO Toolkit, MS Office

McKinley PTO Core Skills: Communication, Organization, Responsiveness, Drive, Time Management, Prioritization, Decisiveness, Collaboration, Empathy

The PTO is a group of parent volunteers looking to make a difference in the lives of McKinley students and teachers. We provide a meaningful way to get involved in the school. If you enjoy working in an exciting, fast-paced environment, we encourage you to join us!

