

## MIT Treasurer

The Purpose of this position: To administer the financial requirements of MIT

Average time requirement: varies from 5-20 hours per week depending on time of year- Includes attending MIT meetings and some time during the school day.

### Responsibilities include:

- Filing annual and quarterly taxes and other required state and federal documents.
- Payroll, Budgeting, Financial reporting both internal and external
- Managing cash flow
- Cutting checks at least 2 times per month
- Communicating with teachers and other staff members when needed
- Picking up check requests and delivering checks to school
- Maintaining the corporate finances through Quick Books
- Working with fundraising coordinators and other board members to communicate data and exchange of information in a timely manner, and manage corporate matches

### Required Knowledge:

- Generally accepted accounting principals
- Fund accounting
- Minimum two years accounting software experience, preferably Quickbooks (verifyable)
- Understanding of balance sheets
- General knowledge of centers and programs at Madrona

This position is a great way to work with our wonderful community of teachers, administrators, and families. Our current Co-treasurers will train the person elected. This job is currently shared by a husband and wife team, and has worked well.

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