

# MIT Treasurer

*Updated Spring 2020*

## **PURPOSE:**

Administer the financial requirements of MIT.

## **Time Commitment:**

1. 5-10 hours per week.
2. 2 meetings per month: Board and General.

## **Responsibilities:**

1. Filing annual and quarterly taxes and other required state and federal documents.
2. Payroll, budgeting, financial reporting, both internal and external.
3. Managing cash flow.
4. Fulfilling reimbursement requests at least twice per month.
5. Communicating with teachers and other staff when needed.
6. Pickup reimbursement requests and delivering checks to school.
7. Maintaining the corporate finances through QuickBooks.
8. Working with fundraising coordinators and other board members to communicate data and exchange of information in a timely manner.
9. Manage corporate matches and other donations.

## **Required Knowledge and Skills:**

1. Generally accepted accounting principles
2. Fund accounting
3. Minimum two years accounting software experience, preferably QuickBooks
4. General knowledge of centers and programs at Madrona.

*Must pass background check with ESD.*