

MIT Vice Treasurer

Revised Spring 2020

Purpose of Position:

Support MIT Treasurer

Time Commitment:

1. 2-4 hours per week.
2. Attend one General and one board meeting (required) per month.

Responsibilities:

1. Deposit all incoming funds for MIT at least twice a month.
2. Work with Classroom Coordinators and Event Chairs.
3. Create spreadsheet recording deposits.
4. Communicate with MIT Treasurer regarding bank statements and balances.

Required Knowledge and Skills:

1. Basic understanding of Excel
2. Bookkeeping background is helpful.
3. Have a familiarity of centers and staff.

Must pass background check with ESD