

# MIT Vice Treasurer

*Revised Spring 2022*

## **Purpose of Position:**

Support MIT Treasurer

## **Time Commitment:**

1. Two year term running from September through September.
2. 2-4 hours per week.
3. 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.
5. Update and maintain the MIT Square online site.

## **Required Knowledge and Skills:**

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

*Must pass background check with ESD*