

NCAPO Treasurer — Role Overview—25-40 hrs

The Treasurer serves as the financial steward of the Parent Organization, ensuring responsible budgeting, accurate tracking, and clear communication of NCAPO funds. This role works closely with school administration to support NCAPO sponsored events, staff appreciation, and the overall mission of the school's parent organization community.

Responsibilities include:

- Track account balances and forecast spending, historical tracking on Google Drive rolling budget.
- Coordinate with school accountant to agree transactions on a regular basis.
- Approve reimbursement of expenses.
- Organize and maintain pertinent documents, financials, and rolling balances within the executive board's Google Drive using consistent naming and folder structures.
- Coordinate with school accountant to retrieve petty cash from events 1-2 weeks in advance, pick up or assign pick up day of/ day before event.
- Coordinate NCAPO purchasing of teacher gifts with school administration, tracking spending and continuity of gifting.
- Coordinate with school accountant to facilitate annual Christmas bonus for staff
- Prepare calculation of Christmas bonuses per template on Google Drive.
- Keep board informed of account status.
- Work with school for PayPal or other financial transaction set up.
- Coordinate and lead one NCAPO sponsored event per school year.
- Help manage incoming NCAPO email communications and appropriately responding to those pertaining to the treasurer's role.