



PPMTA Job Descriptions

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise

Treasurer

Job Summary: *Responsible for payment of all bills authorized by the Association. Shall keep an itemized account of all receipts and disbursements and shall present an official report to the Association upon request. Member of the Executive Board.*

Essential Functions:

- Provides monthly financial reports to board and makes them available for review by the general membership.
- Prepares full, written financial report annually.
- Prepares annual budget.
- Reconciles bank statements.
- Reimburses members for expenses.
- Pays all other bills (programs, judges, facilities, etc.).
- Receives and processes all monies (dues, festival fees, donations, late fees).
- Forwards copies of MTNA membership rosters to VP/Membership, President, and Webmaster.
- Prepares and mails notices to any member whose dues are delinquent and/or who owes a late fee.
- Maintains historical accounting records.
- Prepares any required tax statements.
- Maintains records on Microsoft Xcel computer program.
- Facilitates annual audit.
- Forwards reports to Secretary at year end for electronic archival.