



Officer Job Description

Treasurer

Parent University Executive Board Mission Statement

“fulfill my joy by being like-minded, having the same love, being of one accord, of one mind. Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.”

Philippians 2: 2-4

The Parent University Executive Board is composed of the President, Vice-President, Secretary and Treasurer. Its primary purpose is to work in tandem with school administration to achieve the common goal of making Fort Myers Christian School a school of excellence where it can be a leader in the local community and a witness for Jesus Christ.

Officer Position:	Treasurer
Reports to:	President
Professional Skills:	Would be helpful to have computer spreadsheet knowledge and handling a budget helpful.
Job Summary:	Assists the PU President in managing the PU budget with the FMCS Business Manager. This is accomplished through meetings and/or correspondence. Initially teaching each PU committee chairperson that is involved in a money-making event how to request a “cash box” in advance of their event. If necessary, assisting in counting money after the event is complete and teaching chairpersons how to submit all monies to FMCS Business Manager. Keeping track of expenses vs. profit for each money-making event and report back to the PU President.
	Participation in Parent University Executive Board Meetings
	Initially teaching each PU committee chairperson that is involved in a money-making event how to request a “cash box” in advance of their event. If necessary, assisting in counting money after the event is complete and teaching chairpersons how to submit all monies to FMCS Business Manager. Keeping track of expenses vs. profit for each money-making event and report back to the PU President.
Physical Abilities:	Must be able to pick up and/or lift at least a 5 lb. box