



Accounts Payable

Purpose: The accounts payable (AP) person of the Ocean Shore School Parent-Teacher Organization is part of the financial team and is responsible for processing all payments. The AP person will be under the supervision and support of the treasurer.

Prerequisite/Requirement: Strong organization skills recommended. Some knowledge of accounting helpful.

Job Responsibilities

Accounting

- Knowledge of Excel, Word, and QuickBooks.
- Prepare checks for PTO account.
 - Pick up invoices and/or reimbursement requests from front office.
 - Scan requests and invoices physically submitted or process requests and invoices submitted electronically into Quickbooks.
 - Enter invoice, attached scans, and print checks in QuickBooks.
 - Leave checks in Treasurer's box for review once per week in coordination with Treasurer.
- Attend periodic finance team meetings and various meetings throughout the year that involve committee budgets.

Hours recording procedure:

Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: Full Commitment

Reports to: Treasurer

Selection Process: Appointment - this position will be filled by PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign up on the sheet below at any time until the close of the election.

Term: August 1 to June 30

Candidates

Revised 5/23