



# Accounts Receivable

**Purpose:** The accounts receivable (AR) person of the Ocean Shore School PTO is part of the financial team and is responsible for processing all deposits. The AR 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.
- Collect checks and cash once a week or as needed.
- Separate checks and cash by category set up in QuickBooks (ex. Read-a-thon and family donations would be separated).
- Copy all checks and deposit slips.
- Enter all deposits in QuickBooks for both accounts.
- Prepare bank deposit for PTO General Account.
- Deposit monies separately by each category and attach deposit receipts.
- Organize and maintain up to date financial records in QuickBooks. Provide copies to treasurer at month end.
- Read, use and be familiar with computer systems manuals and procedures, maintain and update procedural manuals as needed.

### *Reporting*

- Report PTO deposits on the 25th of each month to treasurer.
- Attend executive board meetings as needed.

**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 the PTO Executive Board. Please sign up if you would like to be considered. 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:** July 1 to June 30

Candidates

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