



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 is helpful.

Job Responsibilities

Accounting

- Knowledge of Excel, Word, and QuickBooks.
- Prepare checks for PTO account.
 - Pick up invoices and/or reimbursement requests at least weekly from the front office.
 - Scan requests and invoices physically submitted or process requests and invoices submitted electronically into Quickbooks.
 - Match reimbursement or check requests to receipts or invoices.
 - Enter invoice, attached scans, and print checks in QuickBooks.
 - Leave checks in the Treasurer's box for review once per week in coordination with the Treasurer.
- (Optional) 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 the 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 at any time until the close of the election.

Term: August 1 to June 30

Revised 4/24