**PARTA FINANCIAL CHAIR**

**JOB DESCRIPTION** PARTA Financial Chair

**GENERAL JOB DESCRIPTION**

There are three areas of responsibility: Audit and Budget, Cashiers, Investments

**MAJOR JOB DUTIES AND RESPONSIBILITIES**

Providing most recent information on current budget and expenses, prepare the annual PARTA budget with the Treasurer. Present to membership by April meeting. Audit financials annually and present results to membership by April meeting for the previous year.

Cashiers take care of monthly meeting food expenses and member payments. Follow up on “no shows” who made reservations to collect payments.

Meet periodically with investment company to review current investment status to explore possible revisions. Committee should include finance chair, current president, past president, and two “at large” members.

**OTHER DUTIES**

Serve on the Board of PARTA

**JOB QUALIFICATIONS**

Degree in educational field or related one

Taught or worked professionally in a school setting