

DUBLIN ELEMENTARY PARENT FACULTY CLUB

dublinpfc.org



The PFC is a 100% volunteer staffed non-profit organiza

PFC Director of Finance Needed!

Duties include:

- keeping an accurate record of receipts and disbursements in a ledger which is a permanent record of the organization
- reconciling the bank account with books monthly
- preparing and presenting the Treasurer's report at monthly PFC General Meetings
- preparing and presenting the "Budget vs. Actual Report" at monthly PFC General Meetings
- creating, maintaining, and sending out NSF and Donor Thank-You letters
- completing and forwarding all necessary report forms required by other agencies for filing all tax returns and other forms required by government agencies
- tracking all incoming donations and donors via spreadsheet
- managing corporate donations
- Work in conjunction with the Treasurer to maintain continuous and direct communication with the Presidents' regarding finances and Treasury status
- Work in conjunction with the Director of Volunteers to advise chairpersons of their individual budgets in a clear and timely manner
- maintaining Director of Finance email inbox on a weekly basis
- Carry out general board member duties and assist fellow board members as the need arises
- Attend all Board Meetings, General Meetings, and PFC events

Recommended Skills:

- Knowledge of Xero or QuickBooks a plus.
- Knowledge of basic financial statement accounting and bank reconciliation desired.

This position is critical for the continued success of the PFC moving forward into the next school year. Not only does this position allow us to continue to fund the school and host events, but it is a requirement for the ongoing functionality of the PFC!

The board thanks you for consideration!

Statement of Intent Letters can be submitted to finance@dublinpfc.org.