

# Cashier

Commitment Level:  bi-weekly, more during book fair

## Requirements:

1. Must be PTSA member (\$12/school year). This is a requirement in order to hold a board member position and handle PTSA funds.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year. <http://www.kent.k12.wa.us/domain/1057>
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

## Training:

You will be trained by the former cashier.

## Responsibilities:

1. Make deposits within 24 hours of being notified.
2. Report any discrepancies between the Deposit form and the funds received to the Treasurer and President.
3. Bring deposits to Bank of America inside the Panther Lake Safeway. (This will be changing over the summer to the Key Bank near the Rite Aid on 208th and 108th.)
4. Make deposits as soon as possible after any large PTSA event, such as book fair (daily), pizza night, movie night and any other PTSA sponsored event.
5. Verify deposits and write up receipts before depositing.
6. When you return the deposit receipts to the school, make a copy of all forms and receipts. Place the original in the treasurer's folder and the copy in the cashiers folder.

If you would like more information on the job, please contact the former chairperson listed below.

Kristie Schneider, [orangieks@hotmail.com](mailto:orangieks@hotmail.com)

Sharon Jung, [2emailsharon@gmail.com](mailto:2emailsharon@gmail.com)