



Volunteer: Board Treasurer
Princeton Education Foundation
Princeton, NJ.

Princeton Education Foundation

Board of Trustees:

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Princeton Public Schools

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Board of Education
Representative to PEF

Board Treasurer:

- Is an active member of the Board
 - Understands financial accounting for nonprofits
 - Provides annual budget to the board for approval.
 - Create an overall budget (financial projection model) and specific budgets for individual programs.
- **Critical Thinking** - Should have the ability to appraise the organization's financial standing, policies and procedures in order to make recommendations regarding the financial decisions that will be made.
 - **Aptitude for Organization** - Possess excellent organizational abilities.
 - **Strategic Planning** - The ability to synthesize cause and effect scenarios (with regard to potential financial decisions the organization will make) to accelerate the organization's growth and future success.
 - Clearly and effectively communicate with Board of Trustees
- Ensures development and board review of financial policies and procedures organization's annual tax filing
 - Have working knowledge of QuickBooks

The Princeton Education Foundation Board meets monthly from September-June. The Treasurer should expect to spend approximately 5 hours per month reviewing Accounts Payable and Accounts Receivable, reconciling accounts, and preparing board reports. PEF is an active working board.

Building a Foundation for Bright Futures in the Princeton Public Schools since 1995