



**Pacific Crest Trail Association  
Mount Hood Chapter  
Volunteer Job Description**



***Budget Coordinator***

**Purpose**

The purpose of this position is to track available funds in the chapter budget, including monies needed for supplies for trail work and other operations throughout the year. This position also acts as the liaison between the chapter and the PCTA main and regional offices as pertaining to budget matters.

**Duties and Responsibilities**

- Track chapter budget.
- Establish and maintain a relationship with the PCTA main and regional offices.
- Report on status of funds availability, explain rules and procedures, and answer questions at caretaker meetings.
- Keep accurate records of expenditures.
- Make additional budget requests for special projects.
- Help volunteers get reimbursed for monies spent for approved PCTA activities.
- Help volunteers request funds for larger expenses in advance of their expenditures.

**Qualifications**

- Ability to balance a budget and keep precise records.
- Basic computer and accounting skills helpful for filing reports.

**Support Provided**

PCTA staff in main and regional offices.

**Time Commitment**

Usually 2-4 hours per month.