

CYPRESS BAND AND PAGEANTRY BOOSTER CLUB

JOB DESCRIPTION: *Individual Accounts – Band/Pageantry*

1. Input and maintain a detailed record of individual account transactions for each student in the Band and Pageantry Program.
2. Receive and verify from the Ways and Means VP, the Treasurer, and/or the Unit Inspection Mom all transactions affecting student individual accounts.
3. As information is received, update each account accordingly. Keep all records current.
4. Generate and mail a monthly statement for each student account.
5. Be available to answer any questions regarding discrepancies on the accounts.
6. Must have knowledge of MS Excel.
7. Should include a separate parent for band and for pageantry.