

CENTRAL COAST CENTRAL OFFICE INTERGROUP

TREASURER

QUALIFICATIONS

1. The Treasurer shall have a minimum of five years continuous sobriety and a basic knowledge of accounting business practices.
2. The Treasurer shall be appointed by the Board of Directors to serve a one-year term, renewable for one additional term.
3. The Treasurer shall perform and/or oversee all accounting and finance functions of the Central Office, ensuring adherence to generally accepted accounting principles and compliance with all IRS and State of California guidelines.

TIME ESTIMATE

No specific work hours are required but it is estimated that the Treasurer working with a bookkeeper, will spend up to 6 hours monthly on accounting and financial duties. Attendance at Board and Intergroup meetings is 2 hours.

DUTIES

The Treasurer shall perform their duties in the best interest of the Central Office, keeping in mind the overall purpose and guidelines of Alcoholics Anonymous.

Specific duties include the following:

1. Attend monthly Board and Intergroup meetings
2. Maintain the Central Office's computerized accounting system, QuickBooks.
3. Post cash receipts into QuickBooks.
4. Prepare monthly reports for the Board and Intergroup meetings. Reports include:
 - Group Contributions summary
 - Profit and Loss Statement
 - Balance Statement
5. Maintain \$100 Petty Cash balance.
6. Maintain Bank accounts and reconcile bank statements each month.
7. File any licenses, tax returns, or other government filings or fees required for the business of the CCCOI. For work outside the scope of a normal Treasurer's expertise, the Treasurer shall make recommendations to the Board for the hiring of qualified professionals.
8. Prepare an operating budget for the following fiscal year by the end of each current fiscal year (CCCOI fiscal year is the calendar year.)