

San Francisco and Marin Intergroup

Bookkeeper Commitment Description

Nov 2022

The Bookkeeper assists with the application of generally accepted accounting procedures at San Francisco and Marin Intergroup. In general, they will:

- Assist with day-to-day bookkeeping, including accounts payable and deposits
- Help prepare bank reconciliation for all bank accounts
- Help prepare the monthly financial statements

The Bookkeeper is a volunteer commitment. Knowledge of QuickBooks is beneficial. Experience in financial accounting management is recommended. The Bookkeeper should be available to come to Central Office twice a month, at a minimum.

The Bookkeeper must own a personal computer and have regular access to the internet. The Bookkeeper commitment requires a minimum of 12 hours per month. The sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.

For more information, aa@aasfmarin.org