



# San Francisco and Marin Intergroup

The San Francisco and Marin Intergroup Board is seeking a Treasurer for a two-year term beginning July 1, 2023. We need help from you and other members of our Fellowship to reach potential candidates no later than May 1, 2023. Please see the Treasurer Job Description below and make this announcement at all meetings you attend.

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## **Treasurer Commitment Description**

The roles and responsibilities of the San Francisco and Marin Intergroup Treasurer includes:

- Oversees the application of Generally Accepted Accounting Principles for San Francisco and Marin Intergroup.
- Serves as Chair of the Intergroup Finance Committee.
- Reviews expenses and analyzes monthly financial statements.
- Advises the Executive Director on bookkeeping, payroll, tax filings and compliance issues.
- Approves bank reconciliations.
- Prepares the annual Intergroup budget with input from the Executive Director, Board of Directors, and Committee Chairs.
- Reviews and approves statement of Functional Expenses for year-end tax returns.
- Assesses internal controls and initiates outside audits as appropriate.
- Reports high level financials to the Board of Directors on the 4<sup>th</sup> Monday of each month.
- Presents financial statements to Intergroup on the first Wednesday of each month.
- Calculates and monitors the annual prudent reserve and unrestricted cash.

- As a Board Officer, the Treasurer serves on the Executive Committee of the Board of Directors (responsible for overseeing and evaluating) the performance and compensation of the Executive Director.

Knowledge of QuickBooks Online is beneficial. Experience in financial accounting management of a small business (as an owner or bookkeeper) is recommended. Experience in nonprofit accounting is best.

The job requires a minimum of 10-12 hours a month. **It is a volunteer position with a two-year term to begin July 1, 2023.**

It is not a requirement that the Treasurer be a member of Alcoholics Anonymous. If the applicant is an A.A. member, two or more years of continuous sobriety is suggested.

Interested parties can email a resume and cover letter, by May 1, 2023, to [governance@aasfmarin.org](mailto:governance@aasfmarin.org)