

Position Description

Treasurer

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Treasurer supports the NSCSO's operations by being responsible for the office finances. We are self-supporting through our member contributions.

Duties & responsibilities

Your duties as Treasurer are to include but are not limited to the following:

- Responsible for all funds entrusted to the NSCSO and the organisation and the keeping and depositing of the funds on behalf of the NSCSO in a bank or banks to be agreed upon by the Committee.
- Maintain all necessary financial records for the NSCSO
- Pay all bills on a timely basis.
- Compile monthly financial statements to be presented at the Office Meeting to be distributed to the Groups in Area E.
- One of the Authorised Signatories for cheques/EFTs
- Prepare and organise the office finances for outside accountants' audits for EOFY

Qualifications

Basic accounting experience and knowledge of accounting software, Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability.

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Length of Appointment

The Treasurer position is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Treasurer maybe reappointed.

Time Commitment

Varying hours per week

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Treasurer position will need to work from the office at St Ives.

Support

Training for this position will be provided, in addition, the Office Manager and Office Administrator will be available for assistance.