

# TREASURER'S JOB DESCRIPTION

Introduction: The elected officers of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The officers act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the prudent management of the Area. The officers accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are ineligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative. Must have advanced or professional accounting experience and/or skills. Must have knowledge of professional accounting software (currently QuickBooks). Must be able to understand, prepare and explain budgets and financial reports, and make educated financial recommendations.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Deposits and posts contributions and emails receipts weekly. Researches unidentified group sending contribution. Responsible for accounts payable. Processes expense reports/requests, issues checks and posts into checkbook as processed, weekly. These duties are necessary weekly to maintain accurate, current financial status. Reconciles bank statements monthly. Prepares monthly financial reports, submitted to officers within 7 days of month-closing. Reports include but not limited to Balance Sheet, Profit & Loss, Prior Year Comparison Profit & Loss, Bank Account Reconciliations and Prepaid Account Reconciliations. Produces other reports as needed. Submits listing of Group contributions and other reports to Bulletin quarterly. Facilitates annual audit by providing requested documentation and records to auditors. Attends all SCWS Area Assembly and Committee meetings, and board and officer meetings, as called by Area Chairperson. Is an Officer of SCAC Board (Southern California Alateen Conference), has oversight of SCAC bank account and is part of SCAC Work Group.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Accounting background from high level professional / volunteer experience and working knowledge of professional accounting, spreadsheet, word processing and presentation software. Able to allot appropriate time to position and all it entails. Able to separate opinion from fact and to support and effectively communicate Area and WSC decisions and their implementation objectively, even if not in personal agreement with the group conscience. Having served on the Area Board, while not required, provides useful perspective on current Area policies and procedures.
4. **ADDITIONAL SKILLS NEEDED** – Must have excellent time management and multi-tasking skills in order to be current weekly with accounting information. Has flexibility, objectivity, takes initiative.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer, printer, Internet connection, email w/attachments, online banking, bank-provided check scanner.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Up to 8-12 hours *weekly* to stay current with everything – cannot be done only once per month. This is a position that would be overwhelming if done only once a month. Three hours per month attending required meetings and conference calls of SCAC Board and SCAC Work Group. Some time is spent researching unidentified group sending contribution (Group Records database, meeting directories, DRs, etc.).
7. **PREPARATION** – Configuring database for various new custom reports requested. If database setup is current, preparation time can be minimal.
8. **TRAVEL** – Attends one service-related event outside of Area during 3-year term. Makes own travel arrangements, within budget guidelines.
9. **OTHER** – Must be responsive to requests of Officers and SCWS Board. The Treasurer must be willing to support the group conscience of the Area, *Service Manual*, WSC or Board of Trustees' decisions even if not in personal agreement, and does so with the help of the Traditions and/or Concepts of Service.