

Job Description for TREASURER

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. SCWS Officers must live within the California South Area during their entire term. 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 Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Past or current District Representative (DR) or past SCWS Board experience. Knowledge and experience with bookkeeping and accounting practices. Must have knowledge of QuickBooks or other electronic accounting software. Must be able to understand, prepare and explain budgets and financial reports, and make educated financial recommendations. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written documents and meet deadlines. Must be in good financial standing with the Area. Does not concurrently hold any other position in Al-Anon service beyond the group level. Must have been an active member of Al-Anon in CA(S) for at least five years with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Has an understanding of the Area and World Service structure. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Is an elected Officer position.
 - Is a signer on the SCWS bank accounts, along with the Area Chairperson and Area Delegate.
 - Deposits and posts contributions and emails receipts weekly.
 - Responsible for accounts payable.
 - Processes expense reports/requests, issues checks and posts into checkbook as processed, weekly. These duties must be performed weekly in order to maintain accurate, current financial records.
 - Reconciles bank statements monthly.
 - Prepares monthly financial reports, submitted to officers within 10 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.
 - Provides financial summary for CPA for annual taxes.
 - Attends all SCWS Area Assembly and Area World Service Committee (AWSC) meetings, and Board and Officer meetings, as called by Area Chairperson, prepared to arrive early and stay late.
 - Reviews Area-wide and WSO communications with at least one other Area Officer prior to transmittal.
 - Is an Officer of Southern California Alateen Conference (SCAC) Board, has oversight of SCAC bank account and is part of SCAC Work Group.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Working knowledge of bookkeeping and accounting practices: MS Office to include Excel, Word and PowerPoint.
 - Proficient in accessing and navigating websites, web-based virtual meeting platforms, downloading web documents and using email with attachments.
 - 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.

4. **ADDITIONAL SKILLS NEEDED** – Must have excellent time management, organizational, 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. Participates in conference calls and online meetings.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION**
 - At least five to seven hours weekly to maintain current financials (cannot be done once a month).
 - Three hours a month to attend required meetings and conference calls of Southern California Alateen Conference (SCAC) Board and SCAC Work Group.
 - Three to four hours, once a year, for Annual Audit.
 - Additional time commitment to attend all Area meetings. (See table below): Officers meetings, Board meetings, Area World Service Committee meetings, and Area Assemblies.
7. **PREPARATION** – Configuring database for various new custom reports requested. If database setup is current, preparation time can be minimal.
8. **TRAVEL** – May attend one service-related event outside of Area during 3-year term. Makes own travel arrangements, within budget guidelines.
9. **OTHER** – Responsive to requests of Officers and SCWS Board for additional financial reports as needed. The Treasurer must be willing to support the group conscience of the Area, AWSC 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. Because of the time-sensitive nature of financial accounting, must notify Chairperson and other Officers immediately if anything occurs that interferes with inputting contributions and/or paying Area expenses.

NECESSARY AREA MEETING ATTENDANCE

Officers	January, Feb, April, May, July, August, October and/or as needed	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October	3 rd Saturday	9:00am to 3:00pm
Area World Service Committee (AWSC) + new DR Orientation	February, August	3 rd Saturday 1st Saturday (New DR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New DR Orientation)
Area Assemblies + new GR Orientation	May, November	3 rd Saturday 1st Saturday (New GR Orientation)	9:00am to 4:00pm 10:00am to 12:00pm (New GR Orientation)
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer’s Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm
Finance Committee meetings	Monthly	As determined by FC members	2-3 hours per month

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