

Position Description

Updated 19/06/2024

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:

- Act as Office Bearer of the association
- 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 correct books and accounts showing the financial affairs of the organisation including full details of all receipts and expenditures connected with the activities of the organisation
- Pay all bills on a timely basis.
- Compile monthly financial statements to be presented at the monthly NSCSO committee meeting.
- One of 4 Authorised persons to act on the NSCSO bank accounts together with the Office Manager and 2 trustees
- Prepare the Annual Accounts for presentation at the NSCSO AGM.

Qualifications

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

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Length of Appointment

The Treasurer as office-bearer is subject to the constitution, to hold office until the conclusion of the second annual general meeting following the date of the members election, but is eligible for re-election

Time Commitment

1-2 Hours per week

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Treasurer position will need to perform duties both at the St Ives office and remotely.

Support

Training for this position will be provided, In addition, the Office Manager will be available for assistance.