

Confidential A.A. Document

York Area Intergroup of Alcoholics Anonymous

Job Description Bookstore Treasurer

Summary

The Bookstore Treasurer is responsible for overseeing and managing the finances of the Intergroup's Bookstore. Generally, the Bookstore Treasurer is responsible for managing the finances of the bookstore to maintain operations and inventory.

Qualifications

The Bookstore Treasurer should be a responsible person with a solid period of sobriety (three or more years of continuous sobriety is required to be considered for the position). He or she should be organized enough to keep good records and have some accounting or bookkeeping experience. The person elected will need some temporary assistance from the former Treasurer in learning the record keeping routines that have been established.

Duties

The Bookstore Treasurer is responsible for organizing and managing bookstore financial activities; developing and implementing the store's financial documentation procedures; as well as recommending appropriate related policies to the Bookstore Manager and Bookstore Committee. The Treasurer will maintain accounting functions and records keeping, including electronic (computerized) financial records. The Bookstore Treasurer will coordinate banking of monies used to purchase stock and inventory with the Bookstore Manager and the York Intergroup Treasurer. The Bookstore Treasurer will be a signatory on the York Area Intergroup bank account. They will prepare monthly financial reports and attend the Intergroup meetings. The Bookstore Treasurer will serve as a member of the Bookstore Committee and will attend the Committee meetings.

Training Requirements

One to two months working with the outgoing Bookstore Treasurer and Bookstore Manager, along with attending Bookstore Committee and Intergroup meetings.

Knowledge and Skills Requirements

The Bookstore Treasurer should have knowledge of bookstore retail operating principles, budgeting, accounting, including electronic records maintenance. They should be effective planners and problem solvers, well organized, friendly and approachable. The Bookstore Treasurer should also have the ability and willingness to work with a diverse group of people and have strong skills in accounting.

Working Conditions

The Bookstore Treasurer can work during or after normal store hours, and be available for unscheduled work necessary for events like workshop(s), group events or local conference (i.e. Sunlight of the Spirit). The Bookstore Treasurer will need access to the York Area Intergroup banking facilities in order to make deposits. They may have to be exposed to dust during inventory related tasks.