

Connecticut Area Literature Distribution Center Treasurer – Duties and Responsibilities

Approved by the Board of Directors of Connecticut Al-Anon Family Groups Services, Inc. on 4-13-2016

Duties

- Calls quarterly Finance Committee meetings.
- Prepares and presents financial reports and projections to the committee.
- Provides quarterly financial reports to the Board of Directors.
- Pays all regularly recurring bills.
- Maintains checking account(s).
- Participates in the preparation of the budget proposals.
- Presents the Finance Committee's budget proposal to the Board of Directors.
- Works with office staff and Finance Committee to develop and maintain accurate financial records and realistic projections.
- Assures that all necessary financial records are supplied to the independent auditor in a timely manner.
- Chairs LDC Finance Committee
- Maintains time and payroll records for LDC Office Manager and Assistant Manager.

Qualifications

- Ability to prepare and present financial reports and projections.
- Al-Anon/Alateen service experience.
- Working understanding of Al-Anon/Alateen's Twelve Traditions and Concepts.
- Computer experience – Internet, Microsoft Office Professional, email, Security, backups et cetera.
- Understanding of accounting principles.
- Pass background and credit check.