

JOB DUTIES

Budget & Finance Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure the Intergroup remains financially efficiently by creating an annual budget.

Job Duties

- Examine the previous year's budget to make an accurate projection (Annually)
- Collaborate with the Treasurer to create a yearly Intergroup budget (Annually)
- Monitor Accounts Payable & Accounts Receivable to ensure that the created budget does not require adjustments
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)