

JOB DUTIES
Treasurer of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure the office runs efficiently by keeping accurate records of all accounts payable & receivable.

Job Duties

- Keep accurate records of all accounts receivable; these include, but are not limited to: contributions, fundraising events, literature sales, miscellaneous cash, and interest income
- Keep accurate records of all accounts payable: these include, but are not limited to: literature purchases, travel expenses, annual charges & fees, and monthly invoices
- Deposit all accounts receivable in a timely manner
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Learn how to use accounting software to reconcile account books on the computer (As needed)
- Teach others how to use accounting software (As needed)
- Attend Steering Committee & CAIG Business Meetings (Monthly)
- Attend Audits (Twice yearly)
- Compile necessary information & work with tax preparation professional for annual tax preparation
- Responsible for ensuring that the CAIG keys are secure
- Responsible for ensuring that the CAIG safe is secure