

## **San Mateo County Treasurer Opening**

The treasurer position for San Mateo County Fellowship is open. Please send a resume to [aasanmateo@gmail.com](mailto:aasanmateo@gmail.com) if interested.

### **Duties of the Treasurer**

- Provide oversight of all financial activities of the San Mateo County AA Fellowship
- Direct the preparation of monthly detail and summary financial reports
- Provide such special financial information as the Advisory Committee shall request
- Set up formats for repetitive financial reports and train staff members in their preparation
- Recommend to the Advisory Committee accounting policies, procedures and internal controls
- Oversee the relationship with the outside CPA including preparation and submittal of Federal and California reports
- Recommend improvements in the recording and reporting of financial information
- With Advisory Committee approval, respond to financial questions from Central Office with Delegates
- Be a counter signer on disbursements