# SETA TREASURER/ALTERNATE TREASURER
## JOB DESCRIPTION

**General Description:** The Treasurer is elected by the Area Assembly to serve a two-year term, and is a voting member of the Area Assembly and a member of the Area Committee.

**Position Description**: The treasurer should be a responsible person who can keep good records and should be a careful guardian of area funds, disbursing funds only for the budgeted items or as approved by the Area Assembly and/or The Finance Committee. In addition, because of the critical nature of the job, the Alternate Treasurer should work with the Treasurer keeping a parallel set of records if possible. The Alternate Treasurer should able to execute the job in the absence of the Treasurer.

**Position Requirements:** A minimum of three years of continuous sobriety and two years of previous in Area Assembly service.  Although not required, it is helpful for the treasurer to have a background in accounting/bookkeeping and/or computer operations. If the treasurer does not have this background, he or she will require help learning the bookkeeping system and it will be necessary for the outgoing treasurer to assist the incoming treasurer until he/she has sufficient understanding of the system to carry out the responsibilities of the position.

**Duties and Responsibilities:**
Per the Policies and Procedures Manual, "The area treasurer, as directed and authorized by the area assembly, shall conduct all financial activities of the Southeast Texas Area
 Responsibilities include but are not limited to:

- Shall conduct all financial activities of the Southeast Texas Area. Attend all assembly functions.
- Collect contributions from the post office box at 1900 W. West Gray St Houston 77019 and making timely deposits of such.
- Track and report group contributions with the existing accounting software. And existing group spreadsheets
- Compile and print quarterly treasurer's reports for assembly ***in both English and Spanish***  Templates are already created.
- Promptly and accurately pay assembly expenses.
- Maintain the assembly accounts on the existing Quicken application.
- Balance computer records with bank statements.
- Provide tax information to CPA to file taxes.
- Prepare the annual Form 990 federal information return.
- Update signature authority on bank accounts when necessary.
- Ensure the transition of signature authority at the end of the term of office.

Revised October 2024

# SETA TREASURER/ALTERNATE TREASURER

## JOB DESCRIPTION CONTINUED

- Provide Officers and Committee Chairs with quarterly breakdown of their expenses.
- Provide information to the SETA Information Technology Chairperson as is appropriate to the office.
- Prepare an annual Treasurer's Budget and attend the Budget Committee Meeting.
- Prepare the annual Budget worksheets for each committee and officer which includes three year history of budget and actual expenses.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in the footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.
- Have a receipt book to collect cash group contributions at Area Assemblies.
- Alt – Treasurer also joins the SETA Finance Committee as secretary if positon is not filled.

### *Responsibilities for using SETA computer equipment*

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*