

Office Manager Policy & Procedure

The Office Manager (OM) is a part time, paid position, it is anticipated the job will require 30 hours a week at least in the beginning, this will be subject to change at the discretion of the SC's evaluation of the needs of the organization.

It is expected OM will fill in for volunteers as needed during regular business hours.

Phone and Volunteer

To supervise the volunteers to provide 24/7 phone coverage.

Maintain a list of all volunteer names and phone numbers.

Allow no significant interruptions of phone service.

Assist in training and have updated procedure and information available to all volunteers.

Provide a monthly report of phone calls.

Financial

Receive and record all monies in appropriate account(s) in a timely manner.

Make deposits of all incoming monies no less than weekly.

Work in conjunction with Treasurer in preparing monthly income and expense report.

Pay all accounts due by date due as to incur no late fees or penalties.

Reconcile bank accounts within 1 week of receipt of statements. Retain bank statements for three (3) years.

Taxes and Reports

Keep records for, prepare and file with Florida Department of Revenue, a Sales and Use Tax

Keep records for, prepare and file with The Department of Treasury-IRS employee quarterly payroll taxes

Keep records for, prepare and file with Sarasota County Property Appraiser a Tangible Personal Property Tax Return-between January 1st and April 1st.

Prepare Annual State of Florida Corporate Uniform Business Report and file online

Keep records for and if necessary, prepare and file with Internal Revenue Service, Return of

Coordinate with accountant all forms necessary to file annual taxes

Keep updated, current and posted Florida Department of Revenue Annual Re-Sale Certificate and Consumer's Certificate of Exemption

Bookstore

The manager is responsible for purchasing from pre-approved vendors all literature and merchandise for sale.

Duplicate or be responsible for the duplication of our "Where and Whens", the monthly newsletter (the Lifeline), any pamphlets, flyers or information sheets for availability at the Intergroup Office.

Office

Mailing of letters of acknowledgement for contributions received from Groups and/or Individuals.

Purchase supplies for office, such as paper, sales books, envelopes, etc..

Major expenses over (an amount to be established by the Steering Committee) must be approved by the Steering Committee. In the event of an emergency, OM can obtain approval for a purchase by a telephone vote of the majority of the Steering Committee.

Responsibility for maintenance on all office equipment.

Keeping office clean.

Attendance at the monthly Intergroup Service Committee of the Filth District (IGSC-5) meetings and steering committee meetings. (And when requested to attend special meetings of the IGSC-5 and/or Steering Committee meetings)

Make available copies of IGSC-5 monthly financial data, minutes and other pertinent information.

Maintain files of group information, Intergroup Representatives, Area 15 and General Service contact information.

Maintain a calendar of scheduled committee meetings held at the Intergroup Office and other locations in District 5.

Answer correspondence and process inquiries from outside agencies, the public, members and Groups when needed.

To maintain a 12-Step call list.

Whenever possible, attend service functions on behalf of intergroup.

If approved, attending an Annual A.A.W.S. Intergroup/Central Office Seminar (usually in the fall of the year.) for workshops and communication with other Intergroup/Central Offices in the U. S. and Canada.

Office Manager Job Description

Hired by and Reports to:

- The selection of the Office Manager will be by the Steering Committee. The Steering Committee should select the best candidate from applications and interviews based on the posted Job Description/Duties and qualifications and also taking into consideration any suggestions from IGR's.
- The Office Manager will be supervised by, and report to the Steering Committee who shall produce an annual appraisal of the performance of the Office Manager.
- Office Manager shall be bonded.

Supervises:

- Volunteers of the Intergroup Office or participants in other Intergroup Activities.

Qualifications:

- Should have minimum five (5) years continuous sobriety.
- Should be familiar with AA steps, traditions and concepts.
- Should have experience as a participant, delegate or representative at the Intergroup or District level.

Recommended Skills:

- Should have good typing skills (40-50 wpm).
- Should have familiarity with computers in general and Microsoft Office and Quick Books (will be trained if necessary)
- Should have good verbal and written communication skills.
- Should have the ability to work well with groups and Intergroup Representatives.
- Should have expressed and demonstrated dedication to Alcoholics Anonymous, its Traditions, Concepts and Service in general.

Functional Guidance:

- Should be able to provide guidance to all AA Groups in the Fifth District.
- Should be able to perform all functions in responding to calls from AA's and the community during the hours the office is open and/or should be able to provide oversight to volunteers performing these tasks.
- Shall perform all functions in accordance with normal office procedures, AA Traditions and Concepts and fulfill all responsibilities as described below.

Hours:

- Office Manager will work 6 hours a day, 5 days a week and is also required to attend all Steering Committee and Intergroup meetings supplying a written OM report at each meeting.

Wages:

- The position of Office Manager is an hourly position. Attending Steering Committee Meetings and Intergroup Meetings will be paid at regular rate of pay for up to forty (40)hours in any week.
- If approved in advance by the Steering Committee, Office Manager may from time to time be permitted to alter work schedule to attend other events or functions, and/or be paid for such attendance.