

**Accepting Applications until December 15, 2020 for the position of
Central Office Manager at San Diego Alcoholics Anonymous Central Office**

This is a full-time salaried position with a work schedule of
Monday-Friday - 8:30 am to 5:00 pm with flexibility in hours.

Benefits: Medical, Holidays, Sick Time, and 2 weeks' Vacation after 1 year.

Central Office Manager -- must be familiar with small business accounting; comfortable with computers and proficient with a commonly-used word processor and spreadsheet; acquainted with database structure and maintenance; creating/editing website html files for AASanDiego.org website, personable and able to work well with a wide variety of people. There is some lifting of boxes required and janitorial duties.

Those persons interested will need to fill out an Employment Application/Background Check Authorization even if you include a resume and **POSTAL MAIL** to: San Diego Central Office--7075 Mission Gorge Rd, Suite B San Diego, CA 92120-2454. Attn: Ad-Hoc Hiring Committee

MANAGER - JOB DESCRIPTION

The Central Office adheres to the Twelve Traditions of Alcoholics Anonymous. The Central Office Manager (COM) must understand the Traditions thoroughly in order to maintain this adherence.

The Central Office employs computers to maintain all data. The COM must be familiar with MICROSOFT WINDOWS, WORD, ACCESS, EXCEL, PUBLISHER, MICROSOFT WEB, and QUICKBOOKS.

The COM performs or supervises the following tasks:

A. PERSONNEL.

1. Supervise the Administrative Assistant.
2. Staff and train bookstore volunteers, including in sales of literature.
3. Staff and train telephone volunteers.

B. FINANCIAL ACCOUNTING.

1. Reconcile "Point of Sale" receipts and bank deposits every Monday, Wednesday, and Friday morning. In addition, make a deposit
 - a) any morning on which cash on hand exceeds \$150.00, and
 - b) any evening on which cash on hand exceeds \$500.00.
2. Pay all bills on time, with the Business Committee Chair and/or Treasurer.
3. Disburse Committee funds as directed by Committee Chairs guided by the Current Annual Budget and Coordinating Council Guidelines.
4. Receive and post all contributions daily.
5. Maintain financial and payroll records.
6. Prepare monthly Balance Sheet, Revenue & Expense Statements and Literature/Standing Committee Schedules.
7. Prepare Quarterly Sales and Payroll taxes and file all taxes on time.
8. Prepare for the Annual Audit and Budget Forecast.
9. Maintain lists of contracts, leases, insurance policies, tax returns, non-profit organization reports, etc., for monthly review by the Business Committee.

C. COUNCIL AND COMMITTEE SUPPORT.

1. Answer directly to the Business Committee Chair.
2. Attend Business Committee meetings and report on Central Office activities.
3. Attend the Coordinating Council as Recording Secretary.
4. Communicate with media and the public only as guided by the P.I. Chair.
5. Cooperate with the various Council Committees and Ad Hoc Committee Chairs as appropriate.
6. Cooperate with After Hours Phone Committee to ensure that sober AA members answer Central's phones at all times.
7. Support the "Coordinator" Newsletter editors; do proofreading as requested; manage mailing lists and print mailing labels; prepare camera-ready Council minutes; compile Group Contributions Report and Financial Report; oversee press operations.

D. GENERAL DUTIES AND DATA HANDLING.

1. Prepare and file all necessary 501C Corporation documents.
2. Maintain data on Groups and 12 Step volunteers, insuring confidentiality.
3. Produce lists and reports as needed, including Meeting Schedules.
4. Manage the bookstore and prepare for semi-annual inventory.
5. Handle all correspondence.
6. Participate in the So CA Central Office Manager's Association.
7. Function as Webmaster: Design and edit web pages for uploading to aasandiego.org website.
8. Maintain a cheerful and businesslike atmosphere at the Central Office.