



**PINELLAS COUNTY INTERGROUP, INC.**

12300 Seminole Blvd., Suite 2  
Largo, FL 33778  
Office – (727) 333-7118  
Helpline - (727) 530-0415  
[centraloffice@aapinellas.org](mailto:centraloffice@aapinellas.org)

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**REQUIREMENTS AND DUTIES FOR TREASURER**

**Requirements:**

- Five years sobriety
- One year Intergroup experience
- Strong computer skills, to include Microsoft Office Word and Excel
- Thorough knowledge of QuickBooks accounting software
- Experienced knowledge of accounting or bookkeeping, especially financial reports, and budget analysis
- This is an executive position, which means your full name will appear in the annual report filed with the Florida Division of Corporations

**Duties:**

- Oversee accounting work done by Central Office Manager
- "Super User" of accounting software
- Prepare and present financial reports monthly for Steering Committee and Intergroup Body, answering questions as needed
- Prepare and present quarterly Prudent Reserve Calculation
- Collaborate with Finance Committee in preparation of annual budget
- Present quarterly performance report comparing actual to budget for presentation to Steering Committee and Intergroup Body, with explanation of variances and recommendations for reallocation of funds when needed
- Is not a signer on the bank accounts