



PINELLAS COUNTY INTERGROUP, INC.

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REQUIREMENTS AND DUTIES FOR FINANCE CHAIR

Requirements:

- 2 years sobriety
- 1 year Intergroup experience
- Preferably 1 year of bookkeeping or accounting employment
- Accounting experience including knowledge of financial statements and accounting procedures.
- A working knowledge of computers including Windows, QuickBooks, Microsoft Word and Excel

Duties:

- Provide financial oversight and management of PCI money to prevent fraud, waste, and abuse/misuse
- Provide transparency of Intergroup money transactions
- Audit financial reports for accuracy
- Create an annual budget
- Prepares annual operating budget for the Treasurer
- Investigate banking institutions and financial systems making recommendations to ensure PCI adopts best practices for Pinellas County Intergroup business needs
- Chair monthly Finance Committee meeting
- Discuss and create tasks for Finance Committee to complete

REQUIREMENTS AND DUTIES FOR FINANCE COMMITTEE MEMBER

Requirements:

- 1 year sobriety
- Preferable but not necessary to have accounting or bookkeeping experience
- A working knowledge of computers

Duties:

- Attend monthly Finance Committee meetings
- Complete tasks assigned by Chair
- Provide input on topics relative to the Finance Committee