

Confidential A.A. Document

Northern Nevada Intergroup of Alcoholics Anonymous

Job Description Executive Director 12/5/2017

Operating Procedures pages 15, 16, 17 and 18 @ nnig.org

Submit resume to 436 South Rock Blvd., Sparks, NV 89431

January 5, 2018 deadline

Duties and Responsibilities (short Form):

- **Computer skills required:** QuickBooks, Microsoft Office, Word, Outlook, Publisher and Excel.
- Fully comply with twelve tradition and established Intergroup Policies and Procedures.
- Manage Central Office during established business hours. Recruit, train and supervise volunteers and part-time staff. Keep office machines running and in good condition. Computers must be updated with the latest software and securities as necessary to operate effectively.
- Maintain adequate retail store inventory and fill orders for A.A. World Service books including Hospitals & Institutions Committee and groups. The Store inventory includes; greeting cards, chips, medallions and other specialty recovery items. Create and maintain a clean, positive, welcoming office environment. Assures staffing during business hours. Notify Chairperson or designee as soon as possible of unscheduled absences.
- Timely respond to all incoming telephone calls, walk-in visitors, email and mail. Keeping all Intergroup Steering Committee and Chairs informed. **Group emails and announcements.**
- Timely deposit daily income and pay in a timely manner all legitimate operating bills and vendor invoices working directly with the treasurer. Notify Treasurer immediately of insufficient funds.
- Timely and accurately maintain accounting and financial reports and annual budgeting. Prepare and timely report payroll to our payroll specialist. Save electronically all quarterly payroll tax returns for annual reporting to workman compensation insurance. Renew annual liability insurance and Secretary of State Nevada reporting. Comply with all federal, state and local ordinances. Renew 501c3 every 5 years with Nevada department of Taxation.
- Safeguard un-deposited cash and bank deposits and office furniture and equipment from theft.
- Routinely backup QuickBooks data and Office Computer.
- Attend and participate in all Central Office, Steering Committee and Intergroup meetings.
- Other Duties as may be assigned.

Qualifications:

- 5 years of continuous sobriety and a member of Alcoholics Anonymous. Letters of recommendation
- Minimum of three years' experience in general office experience.
- Ability to communicate; excellent oral, written communication and listening skills
- Prefer college degree/some college and demonstrated experience

- Bookkeeping experience, QuickBooks preferred Payroll and other administrative or secretarial education/experience a plus
- Ability to analyze situations and communicate or take appropriate action for compliance with the Twelve Steps and Twelve Traditions.
- May be asked to submit to bonding application, criminal background investigation, drug and alcohol screen.
- Must be computer literate with proficiency in the use of Microsoft Office (Word, Outlook, and Excel) and other computer software.
- Must also have a functional understanding of handheld smart devices and an aptitude for learning new technology and software easily.
- Work cooperatively and effectively with others to set goals, resolve challenges, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.
- Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.
- Ability to pass drug test and criminal background
- Valid driver's license with own personal transportation

Physical Skills Required:

- Requires sitting approximately 70% of the time, walking/standing 30% of the time.
- Lift Objects no greater than 30 pounds (computers, chairs, desks, boxes etc.) may be lifted less than 10% of the time
- Involves bending, stooping, standing approximately 20% of the time
Manual Dexterity
- Requires use of hands, arms, feet and legs for driving automobile, training individuals on new technology, using telephone, operating equipment, writing letters and data entry

Job Details, Pay and Benefits:

- This is full-time Salary, exempt position, reporting to the Central Office Committee (Steering Committee) which currently consist of 4 annually elected officers plus 2 at-large members appointed by the Northern Nevada Intergroup. It is the only salaried position, we do have a part-time position and a team of volunteers. The main purpose of this position is to serve alcoholics who still suffer from the disease. Employment is at-will, in accordance with Nevada Law. We are an equal opportunity employer. Office hours are 9am to 5pm Monday through Friday and 10am to 2 pm Saturday. Must be able to work flexible hours with AA events outside normal business hours. There are observed holidays when the office is closed. The compensation range for this position is \$33,000 to \$43,000 annual. Actual compensation will be based on background and experience and will be paid semi-monthly. We offer 8 paid holidays and 2-weeks paid vacation. There is an annual performance appraisal and compensation and benefits review. Increases are possible but not guaranteed.