

Boulder County Intergroup Job Opening - Paid Position

Boulder County Intergroup announces the opening of the **Central Office Manager** position. The Central Office Manager "functions as a paid employee of the Central Office - not as an AA member - during duty hours and is hired largely on the basis of professional skill."¹

Tradition Eight "Alcoholics Anonymous should remain forever nonprofessional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where we might otherwise have to engage nonalcoholics. Such special services may be well recompensed But our usual AA Twelfth Step work is never to be paid for."²

The Central Office Manager's duties include but are not limited to the following:

- Maintaining accurate financial records that comply with all state and IRS requirements for Boulder County Central Office.
- Maintaining accurate and sufficient inventory of books, pamphlets and chips for individuals and groups.
- Preparing for the filing of and/or filing any necessary tax documents.
- Attend all Board and Intergroup Meetings .
- Maintaining regular office hours as agreed upon with officers of the Board
- Support Intergroup committees/coordinators, the Board, and Intergroup as a whole.

Desired Qualifications

- Experience with recordkeeping and bookkeeping
- Highly organized individual
- Experience with MS Office, especially Word and Excel
- Experience with QuickBooks
- Willingness and ability to work with Google Drive to store and archive files
- Experience in general office management functions
- Active involvement in AA fellowship and recovery
- An understanding of the "White Sheet" and AA Traditions

Time Commitment: 10 hours/week, usually 3 days per week during business hours

Compensation: Competitive hourly rate, commensurate with experience

For More Information Contact Michael G: president@bouldercountyaa.com -or-

Mikael A: intergroupchair@bouldercountyaa.com

Please fill out an application and email it to president@bouldercountyaa.com

¹ Reprinted from (AA Guidelines: Central or Intergroup Offices), with permission of AA World Services, Inc.

² Reprinted from (Twelve Steps and Twelve Traditions, pg. 191), with permission of AA World Services, Inc.

BOULDER COUNTY INTERGROUP
Application for Employment

Applicant Information

First Name _____ Last Name _____
Address _____
City/State/Zip _____
Phone _____ Cell Phone _____
Email _____
Home Group _____ Sobriety Date _____

Qualifications

Please check those you have experience in:

- | | | |
|----------------|---------------|------------------------|
| - MS Word | - Email | - Inventory Management |
| - MS Excel | - Bookkeeping | - Sales Tax Filing |
| - Google Drive | - QuickBooks | - Cash Handling |

Experience

Please describe previous work experience: [attach a resume and/or cover letter if you like]

Signature

I hereby declare that the information provided in this application is correct I understand that any omission or misrepresentation of the information I have provided may be cause for denial or immediate termination of employment

Signature

Date

Completed application maybe emailed to president@bouldercountyaa.com