



# Central New Mexico Intergroup

<b>Job Title:</b>	Treasurer	<b>Job Category:</b>	CNMI Board*
<b>Abstinence requirement:</b>	6 months current abstinence		
<b>Term of Office:</b>	2 years – elected in odd years		
Reviewed by: Pat O.	Updated: May 2021		

## Job Description

### ROLE AND RESPONSIBILITIES

Maintain CNMI checking account:

1. Receive funds from P.O. Box, PayPal, and/or from members and deposit in timely manner
2. Pay invoices for expenses and services as due.
3. Reimburse CNMI members for expenses incurred for CNMI activities.
4. Enter payments and income into CNMI check register; balance check register to end of month bank statement.

Attend monthly CNMI meeting

Provide written reports of income/expenses for attendees of IG and give a verbal overview of current finances.

Oversee budget process and present proposed budget to CNMI in December or January.

Submit annual reports/forms to IRS (Jan/Feb) and state of New Mexico (March/April).

Share CNMI general account check register to the CNMI email account and the IG chair on a monthly basis.

Oversee the annual (Jan/Feb) audit of both checking accounts

May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee

### PREFERRED SKILLS

Attention to detail

Access to and proficiency in use of Word and Excel or similar software

### ADDITIONAL NOTES

\*See CNMI bylaws, Article IV for more information about the CNMI Board and CNMI Policy Manual, Article IV for Board member qualifications/duties and Article X for specific Treasurer procedures