

ISO of SAA, INC.
Job Description
Director of Business Services
(Full Time)

I. Hiring/Removal Authority: Board of Trustees

II. General Supervision: Office Oversight Committee (OOC) under supervision of the Board of Trustees.

III. Qualifications:

A. Membership in a 12-step fellowship with at least three years in the program and at least two years of continuous sobriety, SAA preferred; a thorough knowledge of the Twelve Steps and Twelve Traditions; at least three years experience working in a managerial or supervisory capacity.

B. A degree in business, accounting, or a related field or, in lieu of a degree, at least three years experience working in both business and in accounting; at least two years managerial experience; a background check free of incidents of theft or dishonesty. Experience in working for or with a board of director or similar governing body is desirable.

IV. Skills: Required skills include:

1. Working knowledge of computers, standard office equipment, Microsoft Office software, and QuickBooks or a similar program.
2. Organize and prioritize a variety of activities and tasks.
3. Evaluate financial data and trends; make and suggest sound short and long term business decisions; maintain accurate records.
4. Communicate well orally and in writing.
5. Tactfully interact with a wide variety of personalities and styles; train, motivate and supervise employees and volunteers.
6. Conduct business openly and honestly.
7. Work without direct supervision.

V. Responsibilities: Responsibilities include:

1. Manage and report on the international office's finances and assets.
2. Initiate and track ISO fund raising efforts.
3. Process donations and provide receipts.
4. Maintain the ISO website store.
5. Perform all Delegate Meeting and Convention-related accounting.
6. Keep ISO licenses, permits, trademarks, and copyrights current.
7. Pay ISO staff.
8. Reimburse ISO members and staff for authorized expenditures.
9. File government-mandated reports and make payments to government entities when due.
10. Purchase insurance.
11. Manage publications, sales, and distribution.

The starting salary is \$33,000 to \$38,000 . Residence in the Houston, Texas, area is required. Moving expenses can be negotiated.

