



CEA-HOW, Inc. is seeking a Corporate Treasurer

As a Corporate Officer of CEA-HOW, Inc., the Treasurer oversees and evaluates the compilation of quarterly reports prepared by the Accounting Manager for the organization and reports results to the WSBC, the CEA-HOW Executive Committee and the CEA-HOW Board.

Does not require being in CEA-HOW, but should have understanding of 12 Step recovery programs.

Performs all duties to the Office of Treasurer and other duties as may be required by law, by the Articles of Incorporation of the Corporation and by the CEA-HOW Bylaws, or which may be assigned by the Board of Directors.

Qualifications include:

- Professional experience in analysis of documents, including budgets and Profit and Loss statements as well as in offering recommendations for improvements, if needed.
- Experience with accounting and cash controls.
- Excellent analytical skills.
- High proficiency with all MS Office including Word, Outlook, and in particular, Excel
- Familiarity with QuickBooks

If interested, please email gso@ceahow.org