

# SHERECOVERS® FOUNDATION

## SRF CHAPTER FINANCE & ACCOUNTING LEAD

### SRF Chapter Network

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

### SHE RECOVERS Finance/Accounting Lead

Manage all financial transactions, tracking, and reporting for the Chapter.

Recruit, train, support, manage, and evaluate local community volunteers as needed for this functional area.

#### Duties Include:

- Prepare and oversee an annual budget in collaboration with the Chapter Chair.
- Appropriately and timely track and manage Chapter finances.
- Make purchases and expenditures in alignment with policy and procedure.
- Engage with SRF HQ Finance about periodic financial reports provided to the Chapters.
- Keep the Chapter Chair fully informed of pertinent issues and/or changes in the financial status of the Chapter.

### Finance and Accounting Lead Minimum Eligibility Requirements

- Must self-identify as a woman or non-binary individual who identifies with women's communities.
- Current or former consumer of recovery support services.
- At least one year of sustained recovery.
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles.
- 2 or more years of experience in finance/accounting.
- Ability to prepare, interpret, track, manage, and clearly communicate about all aspects of budgeting and related reporting.
- Experience managing a team.
- Experience using project management systems for tracking and reporting.

### Time Commitment

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

### **Term & Elections**

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.