

American Automobile Association of Northern California, Nevada and Utah (AAA NCNU) recently acquired two AAA Clubs, and is in the process of integrating these two Clubs into AAA NCNU. We are currently located in Emeryville, but will be moving to Walnut Creek in April. We would like assistance in mapping process flows of key Treasury, banking and retail channel processes to ensure that we are planning for, and understanding all, of the activities of the other Clubs. This will require interfacing with personnel at the other locations, learning their processes and appropriately documenting the steps from beginning to end.

Additionally, we would like to document key treasury tasks, what is needed to complete a task, what questions should be asked, and who should be involved. Examples include, but are not limited to:

- 1) Open/Close bank accounts
- 2) Set up a new location with our Payment Acquirer
- 3) Process Flow the Reconciliation of branch transaction activity
- 4) Banking portal access and entitlements

If interested, please contact Jan Schwartz, provide experience and hourly rate expectations, to:

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