



Service Unit Treasurer

- Purpose:** To ensure sound financial management of all service unit funds.
- Accountability:** Works under the direction of the service unit manager and/or the staff liaison.
- Supervises:** None
- Term of Appointment:** One year

Primary Responsibilities and Duties:

- Accepts the beliefs and principles of Girl Scouts of the USA. Is a positive role model.
- Supports all the work and follows the policies and procedures of GSUSA and GSNCA.
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community and is committed to organizational diversity.
- Participates in service unit meetings and appropriate council meetings and activities.
- Is accountable and financially responsible for all monies received, deposited, and expensed from the service unit bank account.
- Assists troop leaders with day-to-day financial questions. Coaches troop treasurers on using VTK financial tab.
- Is responsible for collecting and depositing all service unit funds into service unit bank account.
- With staff liaison and service unit manager approval, may delegate collection of service unit event fees to event coordinator or business manager, but ensures accuracy of fees received for deposit.
- Pays all service unit expenses in a timely manner. Ensures expenses are properly documented by vendor receipts or invoices.
- Maintains and monitors the service unit bank account to ensure an accurate and positive balance.
- Ensures checkbook is balanced to bank account and is available at all meetings for service unit volunteers and staff liaison to review/audit.
- Ensures accurate financial reports for all service unit funds are submitted annually to the council by June 15.
- Works with staff liaison and service unit manager to ensure all troops have bank accounts established according to council guidelines and that troop financial reports are submitted annually to the council by June 15.
- Provides support to the service unit manager or team members developing budgets for service unit events; oversees financial reporting for events if financial management is delegated to event coordinator or business manager; is custodian of event financial reports.
- Provides monthly service unit financial reports at service unit team and volunteer meetings.
- Performs other duties as needed.

Qualifications:

- Must be a registered member of Girl Scouts of the USA through GSNCA.
- Must be at least 19 years of age and an approved volunteer who has successfully completed the council's volunteer application and selection process, including an acceptable background check.
- Ability to communicate with volunteers by phone, internet, and letter.

Core Competencies:

- Ability to analyze data and develop a detailed service unit development plan as part of the service unit team to meet the needs of the area and support council goals.
- Ability to communicate effectively with volunteers and community leaders, as well as girls and their parents.
- Ability to plan and chair meetings when necessary.
- Demonstrates financial integrity and possesses a basic understanding of finances demonstrated by keeping clear, accurate financial records, and meeting deadlines.
- Able to demonstrate features of the VTK financial tab.

Training for Position (on gsLearn):

- New Leader Orientation or equivalent
- Service Unit Treasurer Training
- Product Sales Training (Recommended)
- VTK Training (Recommended)