 Service Unit Finance Coordinator

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| **Purpose** | | | **Accountable To** | | **Term** | |
| Administrative oversight of the Service Unit bank account, finances, and required financial reporting | | | Service Unit Volunteers and Finance Department | | One Year Appointed by Service Unit Volunteers  May be reappointed based on performance | |
| **Responsibilities** | * Keep up-to-date financial records for the Service Unit and complete the Annual Service Unit Financial Report by June 30th of each year * Provide up-to-date treasury reports at Service Unit meetings * Pay all invoices and reimbursements for Service Unit activities and events * Collect monthly bank statements and receipts for the Service Unit bank account * Remind Troops when deadline is approaching to complete Annual Financial Report | | | | | |
| **Other Responsibilities** | * Position was known formerly as Treasurer * Ensure that the Service Unit bank account is set up in accordance with GSCCS financial policies * Facilitate budget planning based on Service Unit yearly timeline * Develop and execute plans for providing financial assistance in cases of need across Service Unit * Provide guidance to Troop Leaders regarding Troop finances and ensure bank accounts are properly set up and managed * Assist Troops with development of budgeting * Ensure proper closure of disbanded Troop accounts and provide notification to Council * Assist Troops in completing the Annual Financial Report * Assist with other financially-related duties as assigned by the Service Unit Team or GSCCS staff * Mentors troops with their finances | | | | | |
| **Required Qualifications** | * Registered & screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy * Ability and desire to work with and serve people from diverse backgrounds * Adheres to Council policies * Able to maintain confidentiality when sensitive issues arise * Knowledgeable and versed on Council financial policies as stated in *Volunteer Essentials* and *Safety Activity Checkpoints* * Good oral, verbal and written communication - express ideas and facts clearly and accurately * Email, internet, and texting capabilities for consistent and effective communication, document sharing and research | | | | | |
| Your appointment to the above position begins on and will continue to September 30, 20 | | | | | | |
| Service Unit | | Printed Name | | Signature | | Date |
| Appointed by | | Printed Name | | Signature | | Date |

*\*This position can be shared*