 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
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| **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
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| **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
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| 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*