SERVICE UNIT FINANCE COORDINATOR

PURPOSE OF POSITION: To keep Service Unit finances in order by receiving and disbursing funds accurately and maintaining comprehensive financial records.

TERM: Appointed by GSOC Troop Support Specialist for one-year term; eligible for reappointment.

TIME COMMITMENT: approximately 5 hours/month.

ACCOUNTABLE TO: Service Unit Coordinator – Planner, Troop Support Specialist.

SUPPORTED BY: Service Unit Coordinators, Troop Support Specialist.

RESPONSIBILITIES:
1. Manage one bank account to handle funds for the Service Unit.
2. Be a bank signatory on Service Unit bank account, and existing Community account. In coordination with the Service Unit Coordinator – Planner, review and approve large event budgets.
3. Notify Troop Support Specialist of changes in account signatures, and request bank authorization letter.
4. Receive any income, and record all transactions for all Service Unit Events, following GSOC and Service Unit Financial Guidelines.
5. Maintain accurate records of all transactions, including receipts, bank statements and supporting documentation.
6. Issue checks with proper signatures to pay documented budgeted expenses of the Service Unit.
7. Work closely with Service Unit Coordinator – Planner and Event Chair/Coordinators regarding event finances and budget.
8. Work with Service Unit Team to establish an annual Service Unit budget; keep Service Unit Team apprised of budget status and account balance.
9. Attend Service Unit Team and Service Unit meetings.
10. Prepare and submit the annual Service Unit Financial Report to the Service Unit Coordinator – Planner, so it can be submitted before June 1st deadline.
11. Assist Troop Leaders with their Troop Financial Reports.
12. Utilize Online Features. (i.e. MyGS, Excel or Accounting software).
13. Complete annual Girl Scout membership registration, background screenings (as required), role selection in MyGS and submission of Volunteer Agreement on www.girlscoutsoc.org Volunteer tab.
14. Complete all position-related training within three months of appointment.
15. Support and promote Council Product Sales and Fund Development activities in all aspects.
16. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

QUALITIES REQUIRED:
1. Ability to Focus on Girls: Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. Ability to Foster Diversity: Understand and embrace differences.
5. Model the Girl Scout Promise and Law: Demonstrate personal integrity, credibility and dependability for girls.
6. Bookkeeping Skills: Understand sound bookkeeping practices, use of Excel or other bookkeeping software.

VOLUNTEER AGREEMENT

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]