



Finance Coordinator

PURPOSE: Track Service Unit finances in accordance with Girl Scouts standards and policies.

TERM: Appointed by GSOC Staff for a one-year term, eligible for reappointment.

TIME COMMITMENT: Approximately 5-7 hours/month in August-June.

ACCOUNTABLE TO: SU Operations Lead and GSOC Staff (Troop Support Specialist).

SUPPORTED BY: SU Operations Lead and Lead Team Members, and Troop Support Specialist.

RESPONSIBILITIES:

- Manages Service Unit bank account and serve as a bank signatory on Service Unit bank account, and existing Community account.
- In coordination with Operations Lead, reviews and approves expenditures including large event budgets.
- Issues checks and maintain accurate records of all transactions, including receipts, bank statements and supporting documentation.
- Works with Operations Lead to establish an annual Service Unit budget; provide regular reports to Service Unit Team apprised of budget status and account balance.
- In collaboration with Operations Lead, prepare and submit the annual Service Unit Finance Report
- Supports Troop Leaders with submitting Troop Financial Reports (May/June)
- Serves as part of the SU Operations Team, supporting and participating in Operations Team initiatives. Attends Service Unit and Team meetings.
- Notify Troop Support Specialist of changes in account signatures, and request bank authorization letter.
- Completes annual Girl Scout membership registration, background screening (as required), role selection in MyGS, and submission of Volunteer Agreement and Non-Disclosure Agreement.
- Completes all position-related training within three months of appointment.

QUALITIES REQUIRED:

- **Commitment to Focus on Girls:** Understands that girls experience the Girl Scout Leadership model through using girl-led, cooperative-learning and learning-by-doing activities.
- **Confidentiality and Conflict Resolution:** Exercises discretion, integrity and impartiality in dealing with Service Unit personnel issues.
- **Ability to Foster Diversity:** Understands and embraces differences.
- **Communication Skills:** Expresses ideas clearly and concisely.
- **Model the Girl Scout Promise and Law:** Demonstrates personal integrity, credibility and dependability for girls and a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.