

Girl Scouts Heart of Central California
Volunteer Position Description

POSITION: **SERVICE UNIT TREASURER**

OBJECTIVE: Maintain service unit financial records.

ACCOUNTABILITY: Appointed by and accountable to the service unit manager.

RESPONSIBILITIES:

1. Assist other service team members in developing the annual service unit budget.
2. Record all service unit financial transactions.
3. Retrieve and hold funds from disbanded troops.
4. Provide regular written financial reports to the service unit manager and quarterly reports to troop leaders.
5. Receive, record, and bank funds for all service unit events.
6. Ensure that the service team maintains a listing for all troops, which includes location of bank account, account number, and signatories.
7. Prepare year-end service unit financial report.
8. Assist troop adults with establishing bank accounts. Act as a liaison with local banks; teaching troop adults simple bookkeeping procedures; and being one of the service team signatories on bank cards.
9. Contribute to the development of a diverse and pluralistic Girl Scout membership.
10. Assist other service team members in moving the service unit toward its goals.

QUALIFICATIONS:

- At least 18 years of age
- Is (or is willing to become) a member of Girl Scouts of the USA.
- Able to work with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels.
- Knows (or is willing to learn) about GSUSA and council finance policies and procedures.
- Able to keep accurate records with simple bookkeeping procedures.
- Willingness to participate in a yearly performance review.