

Service Team Treasurer

Position: Service Team Treasurer (Volunteer)

Function: Maintain service unit financial records and assist with troop bank accounts, ensuring all financial procedures are followed according to council and service unit guidelines.

Support Team: Member Support Specialist

Do you have a passion for...

- The Girl Scout Movement, Girl Scouts Heart of Central California
- Money management and accountability
- Improving the girl experience in your community
- Working with people of all racial, ethnic, cultural, religious, socioeconomic backgrounds and ability levels

Benefits:

- Active member of the preeminent leadership development organization for girls
- Access to council training and enrichment opportunities
- Utilize and enhance valuable skills, especially in money handling and budget management
- Networking opportunities with community members, Girl Scout volunteers and Girl Scouts

Responsibilities—Service Unit Treasury:

- Complete training required for position.
- Collaborate with service team in developing the annual service unit budget.
- Complete and record all service unit financial transactions, including but not limited to deposits, payment of invoices and reimbursement of expenses, within 14 days of receipt or request. Council staff will handle any disputes.
- Prepare year-end service unit financial report and quarterly financial reports to the service unit.
- Maintain financial records and documents pertaining to the service unit business for a period of no less than 3 years.
- Attend and participate in service unit meetings.

Responsibilities—Troop Banking:

- Assist troops with establishing bank accounts and act as one of the service team signatories.
- Act as a liaison with local bank representatives and troop signers.
- Support troop treasurers and troop leaders to complete quarterly and end-of-year Troop Financial Reports, as needed.
- Monitor troop bank accounts or bank statements periodically for financial concerns. Conduct initial follow up with troop finance discrepancies, escalating to staff as needed.
- Close troop accounts to retrieve and hold funds from disbanded troops.
- Maintain a listing of all troop accounts, including location of the bank account, account number and signatories.
- Contribute to the development of a diverse and pluralistic Girl Scout membership.

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Requirements:

- Registered member of the Girl Scouts of the USA, at least 18 years of age.
- Submit to and pass a criminal background check every 3 years.
- Adhere to council policies and procedures.
- Adaptability—adjust and modify own behavior and remain flexible and tolerant in response to changing situations and environments.
- Strong communication, organization, accounting and money-handling skills.

What's Next:

- Is this your current volunteer position? Please select this position in our opportunity catalog.
- New volunteers: For more information, or to apply, email risa.burmich@girlscoutshcc.org