

# Service Unit Treasurer

## Volunteer Position Description



### Purpose

- Manages the service unit's finances with support from the service team. Assists troops with financial procedures. Works directly with the service team, troop leaders, and council staff.

### Responsibilities

- Primary signer on service unit bank account, along with at least one other service team member (who is not a family member).
- Maintains up-to-date records on service unit finances and submits an annual treasurer's report to GSME.
- In collaboration with the service team, builds the Service Unit's annual budget based on the Plan for Success and available funds.
- Manages funds from service unit events: manages online registration/payment system (if applicable for Service Unit); deposits registration monies; writes checks for expenses and refunds as needed.
- Provides direct support to troop leaders as they manage their troop accounts and assists them as they prepare their annual finance reports.
- Provides current financial information for service team meetings and additionally as requested.
- Attends service team meetings, in particular the Plan for Success, Mid-Year Assessment, and End of Year Assessment.
- Recommended: Attends leader meetings.

### Required Qualifications

- Registered and approved Girl Scout volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy and adheres to GSME policies and ways of work.
- Good money management skills, including how to use a spreadsheet to manage income and expenses.
- Meticulous attention to the service unit finances and prompt handling of all deposits and writing of checks.
- Knowledgeable and versed on GSME policies as stated in the Volunteer Handbook and Service Team Handbook.
- Work productively & respectfully with people of diverse cultures, abilities, personalities, ages & backgrounds.
- Able to maintain confidentiality when sensitive issues arise.
- Effective oral, writing and reading skills—express ideas and facts clearly and accurately.

### Desired Qualifications

- Familiarity with Microsoft Excel, Adobe Acrobat, and the Volunteer Toolkit (particularly the Finance tab).
- Aptitude for coaching others to develop their financial skills.
- Adaptable and able to remain flexible and tolerant in response to changing situations and environments.