

## Position Description Service Unit Treasurer

**Title:** Service Unit Treasurer

**Appointed by:** Service Unit Manager(s) and the Membership Specialist

**Reports To:** Service Unit Manager

**Term of Appointment:** The Service Unit Treasurer is appointed for a one year term that is renewable upon completion of evaluation process. This position requires an average of 12 hours a month.

**Job Summary:** Oversees the finances of the Service Unit, monitors troop finances and responsible for training & updating all leaders on troop finances, finance policy changes and updates.

**Support:** The Service Unit Treasurer receives support, guidance, and encouragement from the Service Unit Manager, the Service Unit Team and Council staff. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

### Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete Background check
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal Integrity
- Adaptability
- Oral and written communication - *express ideas and facts clearly and accurately*
- Foster diversity – *willingness to work with diverse groups and cultures in a positive manner*
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines and objectives
- Owe no outstanding debts to GSCSNJ
- attend Service Unit meetings
- Have the time and flexibility to meet with volunteers at mutually agreeable times
- Computer skills – *access to email and the Internet*
- Finance knowledge of bank accounts and check registry
- Organization skills – to track multiple accounts

## **Position Description Service Unit Treasurer**

### **Responsibilities:**

- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central & Southern NJ (GSCSNJ) and Girl Scouts of the USA (GSUSA)
- Prepare Service Unit budget, track and manage expenditures and revenues, and maintain Service Unit financial records
- Present a treasurer's report to Service Unit at monthly leader meeting
- Can be a signer on every troop account (not required)
- Assists new volunteers in process to open bank accounts
- Assist troops with bank account maintenance. (Change of signers, bank fees, etc.)
- Assist leaders utilizing the VTK Finance Tab
- Assists volunteers with annual reports and Troop Financial Summary report
- Compiles and forwards an updated list of all active Troop/Group/Service Unit Bank account with bank account number, bank names and current signers to GSCSNJ
- Checks Service Unit PO Box (or assigned address) regularly for bank statements
- Receives, reviews, all bank notices as they are received
- Notifies leaders with all concerns or questions about statements immediately
- Makes bank statements available monthly to troop/group leaders
- Submit end of year financial summary for SU and troops per Council policies
- Ensure SU and Troops have completed their ACH forms  
<https://forms.gle/YEELPMBWpH9j1Rwt8>

### **Position Agreement**

The responsibilities of this position; Service Unit Treasurer, has been discussed with me, and I have agreed to fulfill them to the best of my ability for the \_\_\_\_\_ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>