

## POSITION DESCRIPTION: SERVICE UNIT FINANCE MANAGER

### You Can Do It!

You are an honest and diligent member of the service unit team who maintains accurate account of service unit monies. You are persistent and will go the extra mile to provide support and accurate information, as well as be a knowledgeable resource to troop leaders and troop treasurers.

### Your commitment

Upon successfully completing a one-year appointment, you will have the option to renew your role upon mutual agreement between yourself and council staff.

### Your Support System

You'll be supported by a combination of staff and volunteers, including service unit team members, volunteer support specialists, and customer care specialists.

## Success Looks Like

- ⇒ Being an active member of the service unit team and assisting with establishing and implementing service unit goals with the support of the service unit manager, volunteer support specialists, and other team members
- ⇒ Being a positive role model when representing Girl Scouts in the community or with other members
- ⇒ Creating a welcoming and inclusive atmosphere by encouraging and supporting all Girl Scout members
- ⇒ Attending council-sponsored meetings, such as kick-offs, town halls, multi-service unit events, and the Annual Meeting
- ⇒ Participating in service unit meetings by being prepared to share the status of the service unit's checking account and to educate service unit members on current finance best practices from council
- ⇒ Being current on council's financial policies and procedures
- ⇒ Maintaining the accuracy and integrity of the service unit bank account, according to council policies and procedures
- ⇒ Following through on financial inquiries in a timely manner at both the troop and service unit level
- ⇒ Serving as a vital resource and coach to troop leaders and treasurers on tasks ranging from starting a bank account to completing annual finance reports
- ⇒ Being a signer on the service unit's checking account and, optionally, being a signer on troop bank accounts
- ⇒ Reporting finance issues or concerns to your service unit manager and volunteer support specialist
- ⇒ Providing assistance to the volunteer support specialist during any troop finance reviews and full audits

# The Essentials

- ⇒ Be a registered adult member of Girl Scouts
- ⇒ Be an approved volunteer in good standing
- ⇒ Support the Girl Scout mission, Promise, and Law
- ⇒ Support the policies, procedures, and guidelines of GSUSA and council
- ⇒ Strong understanding of the National Program Portfolio and the Girl Scout Leadership Experience
- ⇒ Complete training for the position as assigned
- ⇒ Strong communication skills to express ideas and facts clearly and accurately
- ⇒ Be proficient and responsive in using email and other relevant technology

