

Service Unit Financial Manager

General Description: Oversees the finances of the Service Unit and contributes to girl financial literacy programming

Term of Appointment: One year: may be reappointed based on performance. Appointed by Service Unit Manager

Accountable to: Service Unit Volunteers and Service Unit Manager

Responsibilities:

- Sign and submit your volunteer position agreement.
- Attend training on brand to become a G.I.R.L. Champion within 90 days of appointment.
- Attend Service Unit Kickoff Meeting in August
- Attend Service Unit meetings
- Maintain as a co-signer for the Service Unit bank account
- Receive, deposit, and disburse service unit funds.
- Prepare and present written Service Unit financial reports
- In collaboration with the team, prepare and oversee the Service Unit annual budget.
- Oversee service unit event budgets, check requests and reimbursements. Secure related receipts
- Educate members on financial procedures for troop and Service Unit management, recording and reporting of Girl Scout funds.
- Submit a yearly service unit financial report.

Qualifications:

- Must be a current registered adult member of Girl Scout of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies.
- Background check results must meet council standards.
- No outstanding Council debts or related policy issue.
- Able to keep accurate records with simple bookkeeping skills.
- Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sex, creed, national origin, or socioeconomic status.
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law.
- Demonstrate excellent group and interpersonal communication skills.

I have read and understand the responsibilities and requirements of this position and agree to perform the essential functions of the volunteer role satisfactorily.

Service Unit Financial Manager Signature

Date