

## **Volunteer Position: Service Unit Finance Coordinator**

### **Summary**

The Service Unit Finance Coordinator (SUFC) provides general oversight and management of all service unit finances and is a knowledgeable and encouraging source of guidance, support and reassurance to troops regarding all relevant financial matters.

**Average Time Commitment:** 2-4 hours per month

**Term of Appointment:** One year

### **Appointment and Accountability**

- Appointed for the assigned service unit from June 1 through May 31
- Accountable to the Service Unit Operations Manager and assigned Membership Manager
- Position is renewable upon review and application

### **Responsibilities**

- Keep up-to-date financial records for the service unit and complete the service unit financial report by the assigned deadline
- Ensure that the service unit bank account is set up in accordance with GSUS financial policies
- Apply for and manage service unit tax exemption and assist troops with the tax exemption application process
- Provide up-to-date treasury reports at service unit meetings
- Facilitate budget planning based on service unit plan of work
- Promptly pay all invoices and reimbursements for service unit activities and events
- Collect monthly bank statements and receipts for the service unit
- Develop and execute plans for providing financial assistance in cases of need across service unit
- Provide guidance to troop leaders regarding troop finances and ensure bank accounts are properly set up and managed
- Assist troops with development of budget work plans
- Ensure proper closure of disbanded troop accounts and provide notification to council
- Collect, review and submit troop budget work plans and financial reports to council (bank account form and end of year forms)

### **Expectations of All Service Team Volunteers**

- Complete all required SU position-based training within 60 days of formal appointment
- Participate in ongoing learning opportunities for continuous growth in position
- Display a positive, enthusiastic attitude that reflects the acceptance of the mission, vision, and goals of GSUSA and Girl Scouts Heart of the South
- Be a positive representative of the Girl Scout Promise and Law
- Serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude

- Remain informed about and comply with policies, procedures, and guidelines of Girl Scouts Heart of the South and GSUSA
- Demonstrate sound judgment, flexibility, organization, delegation, communication, and prioritization skills
- Value diversity and inclusion and help others understand and embrace it
- Support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience and National Program Portfolio (petals, badges, Journeys, and other leadership awards)
- Ensure any requested/required forms and reports are submitted to council by appropriate due dates.
- Ensure positive visibility and awareness of Girl Scouting in the community
- Create an atmosphere of appreciation within the service unit using both informal methods and more formal GSUSA and GSHS Adult Volunteer Awards & Recognitions
- Adhere to the policies of the Girl Scouts and promote Girl Scouting in a positive manner to the public as well as to all internal and external customers

**Marketable Skills**

Account Reconciliation

Budget Preparation

Leadership

Critical Thinking

Mentoring

Teamwork

Organization

Attention to Detail

**Qualifications**

- Must be at least 18 years old
- Must be in good standing with the Girl Scouts Heart of the South
- Be a registered adult member of Girl Scouts of the United States of America (GSUSA) and have a current Criminal Background Check on file
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Girl Scouts Heart of the South