

FINANCE SPECIALIST

Service Team Position Description

SUMMARY Responsible for year-round management of Service Unit funds and financial records. Provides financial support and education for all troops within the Service Unit to create a positive culture of financial literacy and financial health.

SUPPORTED BY Member Support Executive (MSE) in partnership with the GSACPC Volunteer Support Team

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Keep up to date financial records for Service Unit and complete Service Unit Financial Reports by assigned deadlines.
- » Ensure that the Service Unit bank account is set up and maintained in accordance with GSACPC financial guidelines.
- » Provide up to date treasury reports at service unit meetings.
- » Facilitate budget planning based on Service Unit plan of work.
- » Review all estimated and final budgets for Service Unit events to make certain they are self-supporting and affordable.
- » Pay all invoices and reimbursements for Service Unit activities and events.
- » Collect monthly bank statements and receipts for Service Unit.
- » Review Troop Money Management carefully and become familiar with all guidelines surrounding troop finances.
- » Assist troop volunteers with the financial responsibilities of their positions.
- » Provide training on financial best practices, reporting, audit preparation, and other financial topics.
- » Provide ongoing support to volunteers for the completion of financial paperwork, and including girls in the troop finances, etc.
- » Assist in proper closure of disbanded troop accounts and provide notification to council.
- » Collect, review and submit troop financial reports to council for troops that do not submit their report through the Volunteer Toolkit.
- » Assist with other financially-related duties as assigned by the Service Unit Manager or GSACPC Staff Members.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A FINANCE SPECIALIST

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including Volunteer Essentials, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Finance Specialist training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Finance Specialist Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!