GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC. SU No. _____
(serving Dade and Monroe Counties) Date: _____

VOLUNTEER POSITION DESCRIPTION

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TREASURER/ACCOUNTS COORDINATOR a.k.a. Service Unit Treasurer

POSITION SUMMARY: Process and transmit troop financial reports from an assigned service unit to the Council and maintain and accurate accounting system for the Service Unit (i.e. Bank Account).

TERM: One year, subject to reappointment based on satisfactory job performance and mutual agreement.

ACCOUNTABILITY: The Service Unit Treasurer/Accounts Coordinator is appointed by and accountable to the Community-Based Manager and Girl Scout Council of Tropical Florida Membership/Marketing Representative and to the Chief Financial Officer.

RESPONSIBILITIES:

- Maintain accounting system for the Service Unit (i.e. bank account which requires a minimum of three signatures from registered adult volunteers as outlined by Girl Scouts of the U.S.A. policies) and advice troops on their individual accounting practices, within the framework of Girl Scouts of the U.S.A. and Girl Scout Council of Tropical Florida policies, plans, standards and procedures.
- Hold a troop financial report worksheet orientation at the volunteer meeting that will help the volunteers fill out an accurate year-end troop finance report on or by June 30.
- Maintain an accurate record of all the troop financial reports.
- Announce due date for troop financial report at Service Unit meeting and provide each troop with their end-of-year balance from the year before.
- Act as an advisor to troop leaders on accounting procedures such as:
    a. All troop accounts must have a minimum of **two** signatures from registered adult volunteers, active in the troop.
    b. All troops need to keep accurate records of money received and spent.
    c. All parents in a troop should be informed of the troop finances.
    d. Gather all troop finance reports and forward them to Council.
- Ensure all details and paperwork of accounting procedures set forth by Girl Scout Council of Tropical Florida, Inc. are made available to volunteers and interpret Council policies as needed.
- Commitment to excellence and performance of the assignment within the framework of the charter, bylaws, policies, standards, procedures, corporate goals and annual objectives of Girl Scout Council of Tropical Florida, and the policies and standards of Girl Scouts of the U.S.A.

POSITION COMPETENCIES (knowledge, skills and abilities required):

- Understand the finance process
- Have good human relations and editing skills
- Be able to organize and to work independently with strong attention to detail
- Appreciation of diversity and ability to work with adults of varying backgrounds and cultures.
- Be easy to contact

BENEFITS (to volunteer and council):

- Troop and Service Unit Finance reports received on time.
- Troop leaders have someone in the area to contact for assistance.
- Volunteer receives the benefits of working with new leaders so that a quality program is provided to girls.

QUALIFICATIONS:

- Believe in the purpose and program of the Girl Scouts and accept the Girl Scout Promise and Law.
- Be a registered Girl Scout
- Willingness to take training and acquire basic understanding of Girl Scout program and organization.
- Skills in finance process, human relations, group leadership and administration.
- Appreciation of diversity and ability to work with girls and adults of varying backgrounds and cultures.

TIME COMMITMENT REQUIRED:

- Attend training for the position.
- Attend service unit and/or service unit team meetings
- Attend other meetings upon request
- Processing time to handle forms

AGREEMENT STATEMENT

I have read, understand and agree to fulfill the duties and responsibilities of the Service Unit Treasurer/Accounts Coordinator Position. A council staff person or designated volunteer has reviewed this position description with me. I acknowledge that as a volunteer with a child-serving organization, I am required by state law to report suspected child abuse.

_____ _____

Signature of Volunteer Signature of Trainer

Address_____

City _____Zip_____+_____

Home phone _____ Work phone _____Fax _____

Email address _____

_____ _____

Print Name Print Name

_____ _____

Date Date

Rvsd.
7/2011
MS