

Volunteer Position Description

Service Unit Treasurer

Position Summary:

The **service unit treasurer** provides general oversight and management of all service unit (SU) funds and collaborates with other SU volunteers as necessary. Completes and submits required annual finance reports in accordance with Girl Scouts of Western Washington (GSWW) policies.

Responsibilities:

- General understanding of GSWW banking practices and policies.
- Manage all aspects of service unit allocation checking account.
- Manage additional SU checking accounts if applicable.
- Oversees third-party payment processing vendors associated with SU checking accounts.
- Ensure timely deposits and reimbursements.
- Provide support for SU events including assisting with purchasing of materials, tracking financial assistance deposits, and collecting and invoicing payments.
- Reconcile accounts monthly and monitor allocation spending in accordance with GSWW restrictions.
- Ensure all allocation funds are spent by August 31.
- Provide periodic financial summary to the SU.
- Prepare the annual SU finance report due in September.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW and Girl Scouts of the USA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

Qualifications:

- **Required Training:** gsLearn 'Opening or Changing a Bank Account' and 'Managing Money' modules; ongoing leadership courses as related to the position.
- **Leadership Skills:** Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background

or any other difference. Respect diverse viewpoints and willingness to engage in discussion.

- **Experience:** Money management or related skills; bookkeeping/accounting knowledge is preferred.
- **Computer Skills:** Ability to use email, spreadsheets, word processing software, and internet to communicate with SU team members, volunteers, and GSWW staff.
- **Other Requirements:**
 - Must be 21 years or older.
 - Become a registered member of Girl Scouts.
 - Complete required volunteer application process by submitting volunteer application and criminal background check.
 - Ability and willingness to meet the time commitments required for the position and any trainings.

Time Commitment:

- Varies, minimum 1-2 hours monthly; occasionally more depending on activities and time of year.
- Additional hours required in August/September to complete annual financial report.

Reports To:

- Volunteer service unit manager (SUM).
- Staff volunteer support manager (VSM).
- Staff volunteer banking coordinator.

Marketable Skills:

- Microsoft Office
- Financial management
- Third-party payment processing systems
- Communication
- Detail-oriented
- Budgeting