



Service Unit Treasurer Position Description 2017-2018

Partnership: Service Teams work in partnership with GSEIWI to create extraordinary Girl Scouting experiences for girls, adults and their local communities. We have created this team position description to ensure that we partner with only the highest quality of individuals to represent Girl Scouts.

Supported By: Community Volunteer Support

Key Responsibilities:

Manage Service Unit Finances

- Go to GSEIWI website to view the training webinar for SU Treasurers and download/print accompanying **Treasurer Packet Material Resources**.
- Keep accurate financial records for the Service Unit – *See financial tracking spreadsheet*
- Report out on expenditures and account balance at each Leader Meeting – *See SU Treasurer's Report*
- Keep the Service Unit ACH Agreement up to date and submit to Council when changes are made – *See Girl Scout Bank Account and ACH Agreement*

Manage Finances for Service Unit Events

- Work with Event Coordinator and SUD to set budgets for Service Unit events – *See Budget Worksheet*
- Collect money for events and deposit into Service Unit checking account
- Write checks to cover event expenses
- Ensure that income and expenses balance for Service Unit events
- Submit virtual Program Credits to GSEIWI Finance Department for reimbursement:
http://www.girlscoutstoday.org/en/cookies/Program_Credit.html

Thank you for your commitment!