



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

T R E A S U R E R

Appointed by and Accountable to:

Service Unit Manager

Term:

One Year

Purpose:

- Oversees the fiscal responsibilities of the Service Unit

Qualifications:

- Is an active registered member of the Girl Scout of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFCCT) Policies and Procedures regarding fiscal management
- Is knowledgeable of the Girl Scout Program, its aims, and intents
- Possesses a basic understanding of finances and has the ability to maintain clear, accurate, written financial records
- Able to work as a member of the Service Unit Team in partnership with the Service Unit Manager

Duties and Responsibilities:

- Takes initial and on-going training necessary to execute the duties of the position
- Establishes goals and objectives with the Service Unit Manager and Service Unit Team
- Works with Service Unit Manager to develop the Service Unit Budget for the upcoming year
- Is familiar with local bank and savings institutions policies, procedures, and annual fees
- Ensures that all accounts are properly titled and use the Council non-profit identification
- Ensures that Service Unit's signature card(s) with appropriate signatories are in place and reviewed annually
- Ensures that each Troop/Group's signature card(s) with appropriate signatories are in place and reviewed annually
- Maintains accurate accounting for Service Unit events and administrative monies
- Disburses funds only by authority of the Service Unit Manager or authorized designee
- Reconciles Service Unit bank account(s) monthly
- Instructs adult leadership on the proper completion of Troop/Group Year-End Financial Report
- Prepares and gives monthly financial reports at Service Unit and Service Team meetings
- Prepares and submits the Annual Service Unit Financial Report by deadline date
- Collects and reviews all Troop/Group Year-End Financial Reports and submits along with the Annual Service Unit Financial Report by deadline date
- Works with Service Team to establish procedures for the closing of accounts and the handling of funds remaining in closed accounts
- Maintains all bank statements, check registers, and supporting documentation, including bills and receipts, for a seven (7) year period
- Participates in performance evaluation with Service Unit Manager