

## Service Unit Treasurer

**Purpose:** The Service Unit (SU) Treasurer manages and maintains the service unit checking account. The treasurer ensures that finance policies and processes are being followed by the SU team and serves as a knowledgeable resource for all volunteers regarding troop finance.

**Term of appointment:** The SU Treasurer is appointed for a 1 year term that is renewable upon successful re-election by the Service Unit and adherence to Girl Scouts—Dakota Horizons policies and procedures. This position requires an average of 2 hours per week.

**Requirements:** All volunteers are required to be registered members, successfully pass a criminal background check and follow the Girl Scout Promise and Law at all times. *Excellent communication skills, regular use of e-mail and access to and knowledge of Microsoft Excel and the internet is required for this important role.*

### Responsibilities:

- Be knowledgeable of all GSDH Finance policies and procedures, including the [Troop and Service Unit Funds Policy](#) and correlating procedures.
- Become one of the two required authorized signers on the service unit checking account and adhere to the [Authorized Account Signer Responsibilities](#).
- Maintain the day to day custodianship of the service unit checking account.
  - Prepare and make bank deposits into the service unit checking account.
  - Prepare and disperse payments from the service unit checking account as needed after receiving appropriate approval and receipts.
  - Maintain the GSDH provided [Excel Check Register](#), reconciling it to the bank statement within ten days of receiving it.
  - Provide a monthly financial packet which includes the check register, Monthly Financial Summary tab from the Check Register workbook and monthly bank statement to the SU Manager for review upon completion of the monthly account reconciliation.

Provide treasurer's report at each SU meeting.

Retain bank statements and receipts on service unit checking account for 2 years as required by the [Troop and Service Unit Funds Policy](#).

- Provide support to all troop and service unit volunteers regarding troop and service unit finances.
- Assist council staff with ensuring that all troop and the service unit funds are being used and accounts are being managed appropriately.
- Keep SU Manager informed of any troop financial issues or concerns.
- Ensure positive visibility and awareness of Girl Scouts in the community.

### Training and Support:

- Staff Support: the SU Treasurer is supported by the Member Support Specialist and Accounting Manager.
- Training opportunities provided online and in person to support his/her volunteer role.
- Online service unit volunteer resource library with tools and resources.
- Online and in person networking opportunities with peers and staff.

### Benefits:

- Develop leadership skills in a supportive fun environment
- Make a difference in the lives of girls.
- Gain transferable skills in budgeting, project management, and group dynamics.