

**Finance Organizer**

**Summary:** The Finance Organizer ensures that the Service Area’s financial transactions and records are accurate and conducted according to the policies and procedures set forth by Girl Scouts of Central Illinois and GSUSA.

**Reports To:** Community Organizer and Membership Specialist

**Responsibilities:**

- Serve as the main signer on the Service Area bank account.
- Maintain the Service Area financial records.
- Balance bank account statements monthly.
- Assist in collecting Service Area event fees and make timely deposits into the account.
- Report income and expenses at Service Area and Team meetings.
- Prepare year-end financial report by established deadline.
- Work with the Membership Specialist to ensure all new troops have a properly set up troop account and have completed all required paperwork, including ACH forms for Fall Product and Cookie Sales.
- Attend service team, service area, and council sponsored meetings as requested.

**Position Competencies:**

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central Illinois and Girl Scouts of the USA (GSUSA).
- Must become a registered member of GSUSA and successfully complete the volunteer application process.
- Willingness to devote adequate time to perform the position properly and in a timely manner.
- Ability to record and maintain accurate financial records.

**Qualifications and Core Competencies:**

1. **Girl Focus:** Is respectful and empathetic to girls, and creates friendly environment for girls and adults.
2. **Adaptability:** Adjusts own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
3. **Fostering Diversity:** Treats others fairly and challenges the biased behavior of others.
4. **Oral Communication:** Expresses ideas and facts clearly, concisely, and accurately.
5. **Personal Integrity:** Demonstrate dependability, honesty, and credibility.

I have read and agree to follow the above position description and I realize that my failure to do so could result in my release from this volunteer position. This agreement is in effect beginning the \_\_\_\_\_ Girl Scout year.

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Volunteer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

GSCI staff

\_\_\_\_\_

Date

Department: Volunteer Development	Approved by: Director of Membership Services
To Be Reviewed: June	Last Reviewed: June 2011
Last Revised: June 2011	Revision Number: 1