



## Service Unit Finance Consultant

**The Service Unit Finance Consultant is responsible for coordinating and maintaining sound, current, and accurate service unit financial records. For guiding the troop leaders on proper financial management of troop funds. For supporting the troop treasurers in all aspects of GSWNY finance requirements, while working in cooperation with the assigned Volunteer Experience Manager**

### Required Skills for Finance Consultant:

- General understanding of personal finance including but not limited to how to balance a bank account, read a bank statement, and complete bank related paperwork.
- Ability to support leaders and volunteers with basic finance and bank account related issues.
- Ability to communicate regularly with SU membership via email or other methods as needed.
- Administrative ability including attention to detail and record keeping.
- Capability to receive e-generated banking records, and any other e-generated finance materials.
- Willingness to contribute to a supportive Service unit environment.

### Responsibilities of Finance Consultant:

- Complete all GSWNY Service Unit Finance Consultant training.

### Troop Support

- Serve as a resource to troop leaders to ensure that troops' accounts are opened, changed, utilized, and closed in the proper and prescribed manner.
- Be the third signatory on all troop accounts.
- Serve as resource for GSWNY finance forms, tax exempt forms, and bank forms not available on the website forms tab.
- Review all troop bank account statements on a monthly basis, reporting any financial concerns to Service Unit Management and the Volunteer Experience Manager.
- Assist volunteers with ongoing usage and submission of annual Troop Finance Report via the VTK Finance Tab.
- Maintain good communication and partnership with the Volunteer Experience Manager and assisting with Troop Finance Report follow-up.

### Service Unit Support

- Be a signatory on the SU bank account with two other approved, unrelated members of the Service Team.
- Manage and maintain the SU bank account by receiving monthly SU bank account statements for review and balancing.
- Manage and maintain in separate detail the SU's Independent Girl Scout funds within the SU bank account.
- Attend Service Team and SU meetings prepared to provide a SU Finance Report to leadership.
- Submit annual SU Finance Report to GSWNY.
- Deliver council provided troop finance updates and refresher finance training to the co-leaders and service team members multiple times a year as requested by council.

**Service Commitment:** Service Unit Management, with approval from the Volunteer Experience Manager, will appoint the Service Unit Finance Consultant for a one year renewable term in which she/he can expect to provide a minimum of 3 hours of service monthly depending on the needs of the Service unit.

**Supervision & Support:** The Service Unit Finance Consultant is supported by and accountable to Service Unit Management, GSWNY Volunteer Experience Manager and GSWNY Finance Staff.

### Responsibilities of ALL GSWNY Volunteers

- Must become a registered member of GSUSA.
- Complete required background check and coursework as assigned and provided by GSWNY and GSUSA.
- Be able to meet deadlines and responsibilities, and to maintain confidentiality.

