




 **Headquarters  
Billings Service Center**  
2303 Grand Avenue  
Billings, MT 59102

 **Casper Service Center**  
501 North Sun Drive  
Casper, WY 82609

 **Great Falls Service Center**  
4930 Ninth Avenue South  
Great Falls, MT 59405

800.736.5243 ♦ [www.gsmw.org](http://www.gsmw.org)

## Service Unit Team Position: Treasurer

The Service Unit Treasurer will ensure sound financial management of all Service Unit funds; to include overseeing and reviewing troop and Service Unit bank accounts. Treasurer will ensure that Service Unit financial transactions are conducted in accordance with Girl Scouts of Montana and Wyoming and Girl Scouts of the USA policies.

### Required Skills for Treasurer:

- Willing to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position
- Effective time management including the ability to organize, prioritize, meet deadlines, and scheduling.
- Administrative ability including attention to detail, record-keeping, financial aptitude, accuracy.
- Financial accountability.

**Service Commitment:** The Service Unit Manager will appoint the Service Unit Treasurer for a one year renewable term in which she/he can expect to provide a minimum of 1-3 hours of service monthly depending on the needs of the Service Unit.

**Supervision and Support:** The Service Unit Treasurer is appointed, supported by and accountable to the Service Unit Manager and Girl Scouts of Montana and Wyoming.

### Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 18 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming: including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual).
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to safety, policies, and organizational standards.
- In cooperation with other members of the troop leadership team, prepare girls to understand and live by the Girl Scout Promise and Law.
- Ability and willingness to be financially responsible.
- Willing to attend Service Unit meetings when requested.
- Record the Service Unit finances and reconcile Service Unit accounts regularly.
- Submit a monthly Treasurer's report at the Service Unit meeting.
- Prepare financial reports of Service Unit programs in cooperation with the Program Coordinator.
- Review requests for use of Service Unit funds with the assistance of the Service Unit Manager.
- Write checks and make deposits on behalf of the Service Unit.
- Educate troop leaders and/or troop treasurers on finance requirements.
- Oversee annual troop/Service Unit financial reports.
- Submit additional financial reports as requested by the Service Unit Manager and/or Girl Scouts of Montana and Wyoming.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

**Signature of Treasurer** \_\_\_\_\_ **date** \_\_\_\_\_