



girl scouts of connecticut

Position: Service Unit Treasurer

Resume Description:

Oversee the fiscal responsibilities of the service unit and maintain the integrity of the Girl Scout treasury to build girls of courage, confidence, and character, who make the world a better place.

- Manage the bookkeeping, accounts receivable, accounts payable, and provide the Year-End Financial report for an estimated budget of \$____ spread over _____ individual troop accounts.
- Maintain data integrity including but not limited to signature care authorization, and account titling, and usage of the Girl Scout non-profit identification.
- Develop and deliver training to volunteers on policies and procedures for account management, report requirements, and maintaining accurate accounting of troop resources.
- Participate in continual learning to increase expertise of software updates, changes in policy and procedures, and local bank engagement requirements.
- Review and audit group finances and bank reconciliations.
- Leverage software to maintain banking and accounting records.
- Collaborate with supervisor to develop the service unit budget and progress in achievement.
- Follow all Girl Scout procedures, policies, and promoted goals of organization.

Marketable Skills:

- Accounting/bookkeeping software
- Values confidentiality and operates with integrity
- AP/AR/bank reconciliation skills
- Strong communicator
- Budget preparation skills
- Presentation & training skills
- Leadership & motivational skills