

- Position:** Service Unit Auditor
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To ensure appropriate documentation of all Service Unit and Troop funds
- Responsible To:** Appointed by and responsible to Service Unit Manager
- Term of Appointment:** One year
- Requirements:**
- Membership in GSUSA
 - Complete educational sessions as required for the position
 - Complete volunteer application or renewal application annually
 - Willingness to learn Girl Scout Guidelines pertaining to Troop SU finances as outlined in *Safety Activity Checkpoints*
 - Work cooperatively with volunteers to correct errors
 - Act in a confidential manner
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use the internet, email and new technologies

Principle Duties:

- Participate in the development and implementation of Service Unit goals
- Attend Service Team and Service Unit meetings as required
- Assist Leaders with set up of Troop bank accounts
- Instruct Leaders in the use of the Detailed Cash Record (DCR)
- Promote accurate and timely financial reporting
- In consultation with SU Fall Product Sales Program Manager, Cookie Program Manager and SU Outdoor Program Consultant, review Detailed Cash Records semi-annually, for accuracy and completeness
- Submit a list of delinquent Troop DCR's to Membership, Program and Volunteer Services Department by **June 15** and **January 15**
- Oversee the disbursement of funds for disbanding Troops to girls relocating to another Troop
- Audit the Service Unit's financial records and report to Service Unit volunteers
- File the summary of Detailed Cash Records and summary of Service Unit finances annually with the GSCB CFO
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

Note: The GSCB recommends that a Service Team member, excluding the Service Unit Auditor, should be a signer on the Troop bank account.

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: _____

Date: _____

