



Girl Scouts of Central Texas Troop Treasurer

Position Summary: This position is responsible for maintaining accurate financial records of the troop and overseeing compliance of Girl Scouts of Central Texas (GSCTX) financial procedures for the troop bank account.

Accountability: Appointed for the assigned troop for a one-year term limit that is reviewed annually and accountable to the troop members, service unit leadership team, and appropriate GSCTX staff.

Responsibilities:

- Maintains accurate financial records for the troop, including all bank records, canceled checks, bank statements, deposit slips, and receipts. Financial records should be kept on file for a minimum of five years.
- Assists troop and service unit in opening, transferring, and closing bank accounts for the troop per GSCTX policy.
- Facilitates budget planning and maintains troop budget throughout the membership year to ensure that troop funds are used to benefit and support troop members.
- Be a signer on the troop bank account.
- Deposits funds and issues approved reimbursements in a timely manner, track all income and expenses through troop account, and provide monthly bank account reconciliation.
- Ensures the troop submits their annual financial report by May 1.
- Openly communicates monthly banking activity with troop leadership and caregivers.
- Works to resolve conflicts or difficulties in an appropriate manner.
- Participates in succession planning for the position and ensures all troop financial records are transferred to a designated troop or service unit volunteer upon conclusion as troop treasurer.

Position Commitments:

- Ensures compliance with regulations governed by GSUSA and GSCTX policies and procedures, including management of troop finances.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Completes all training for the position and checks in with your GSCTX membership staff for the most up-to-date training path.
- Be a registered adult member of GSUSA, have a current eligible criminal background check and Youth Protection Training on file at GSCTX, and be in good standing with GSCTX.
- Ensures all data with personally identifiable information or financial information is kept confidential and not shared. Data should not be saved to personal devices or printed unless necessary and should be deleted or shredded as soon as it is no longer needed.

Top Skills You Will Gain From This Position:

1. Leadership and budget management
2. Teamwork and collaboration
3. Communication improved interpersonal skills
4. Time management and prioritizing tasks