



Girl Scouts of the Missouri Heartland
877.312.4764 | Fax: 417.862.4120
210 S. Ingram Mill Road | Springfield, MO 65802

Accounting Coordinator

Volunteer Position Description

Summary: The accounting coordinator is responsible for oversight of bank accounts and financial reporting of all troops within the assigned service unit. The nature of this position requires the individual to provide indirect service to members.

Term of appointment: The accounting coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: The accounting coordinator reports to a volunteer accounting advisor and the GSMH Finance department.

Support: The accounting coordinator receives support, guidance, and encouragement from the volunteer accounting advisor and the GSMH Finance department. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Provide financial guidance and information to volunteers on an ongoing basis through a variety of tools, including email and phone calls.
- Help new troops set up new bank accounts and retain a copy of the bank account information form for each troop in the assigned area.
- Submit quarterly updates to volunteer accounting advisor of any new or closed accounts within the assigned area.
- Provide support to volunteers filling out accounting paperwork and maintain records of money earning applications and troop financial reports.
- Submit an annual service unit financial report to volunteer accounting advisor for review.
- Audit annual troop financial reports in the assigned area and submit them to Girl Scouts of Missouri Heartland. Provide immediate reporting of any financial discrepancy to the volunteer Accounting Advisor and GSMH finance department.
- Remain informed and comply with the most current policies, procedures, and guidelines of Girl Scouts of the Missouri Heartland and Girl Scouts of the USA.

Qualifications and core competencies:

- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to email and the Internet.
- **Additional requirements:**
 - Proven financial management skills and experience.
 - Must become a registered member of Girl Scouts of the USA and an approved volunteer who completes a volunteer application and background screening every three years.
 - Complete required trainings as assigned and provided by Girl Scouts of the Missouri Heartland and Girl Scouts of the USA.