



Area Finance Coordinator Volunteer Position Description

Position: Area Finance Coordinator
Reports to: Troop Support Specialist or Designee

Summary: The Area Finance Coordinator (AFC) is responsible for the oversight of all troops' bank accounts within their Service Area. The nature of this position requires the individual to provide indirect service to girls.

Term of appointment: The Area Finance Coordinator appointment is for a two-year term that is renewable upon satisfactory performance with a maximum of three terms.

Responsibilities:

- Randomly review active troop bank accounts on a regular basis to ensure that account review occurs at least quarterly. Report any discrepancies or questionable activity to the Troop Support Spec.
- Communicate relevant council information to troops
- Participates as an active member of the Service Area Team; including attending meetings
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of San Gorgonio Council (GSSGC) and Girl Scouts of the USA (GSUSA)

Qualifications and core competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **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 E-mail and the Internet.
- **Additional requirements:**
 - Financial management skills and experience
 - Bilingual (if applicable)
 - Must be a background cleared member in good standing with the Girl Scouts of San Gorgonio Council
 - Complete required and ongoing training as needed

Girl Scouts of San Gorgonio will provide or make available all applicable resources and training opportunities.