

Name of Position	Service Unit Business Manager
Annually Appointed By	Service Unit Manager (in collaboration with Volunteer Support)
Must have good working relationship with the following council staff teams and maintain regular two-way communication	Volunteer Support Customer Care
Role Description	Works closely with the Service Unit Manager to manage the budget, verify that all forms are completed in a timely manner and provide support to the service team.
Role Responsibilities	<ul style="list-style-type: none"> <li>• Co-sign on the service unit bank account with Service Unit Manager.</li> <li>• Work in collaboration with the Service Unit Manager to maintain accurate financial records and receipts for the service unit and complete the annual finance report by the due date.</li> <li>• Assist service unit team in setting yearly budget.</li> <li>• Share timely updates with the service team.</li> <li>• Assist with troop compliance for council financial and administrative procedures.</li> <li>• Understand the troop banking process and assist troops in opening new bank accounts and submitting their ACH form.</li> <li>• Assist troop leaders in keeping troop information updated in the online catalog.</li> <li>• Assist the Recognition Chair or Service Unit Manager in collecting volunteer tenure information for service unit milestone recognition.</li> <li>• Assist volunteers in maintaining a current background check.</li> <li>• Access Looker for reports, as needed.</li> <li>• Able to check email and Facebook regularly through the membership year and answer questions within 24-48 hours.</li> <li>• Participation in the Service Unit Manager group for networking with other volunteers is encouraged but not required.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be a registered member of GSUSA.</li> <li>• Must pass a criminal background check.</li> <li>• Must complete all required safety and position training.</li> <li>• Able to demonstrate leadership, organizational, and presentation skills.</li> </ul>