



Service Opportunity

Position Description

Position Title: Treasurer – Trail Life USA Troop CO-10:10

Reports to: Committee Chairman – Todd Hattenbach

Scheduled shift: None (expect to spend 1-2 hours per month on duties)

Length of Commitment: 2 years

Location: Home based

Position duties:

- Reconcile troop's trial balance account with St Mary Parish accounting department
- Help prepare and maintain the troop's annual budget
- Make deposits to St Mary Parish accounting department on behalf of troop as needed
- Keep records of families troop dues payments and follow up with families delinquent on payments
- Track deposits and check requests into and out of the troop's account through St Mary Parish
- Provide a monthly trial balance and budget reconciliation to the Troop Committee Chairman
- Attend period Troop Committee meetings and report on financial status of the troop
- Understand Trail Life fundraising policies

FUNDRAISING POLICY

1. All Troop fundraisers must be approved by the Charter Organization.
2. All fundraisers must be in keeping with the aims and goals of Trail Life USA as expressed in the motto, "Walk Worthy!", the Mission, and the Trailmen Oath.
3. In addition, if selling a product or use of Trail Life USA official logo is desired on a product, fundraisers must be approved by Trail Life USA's national office. Please email Richard Mathews, National Director or Administration and General Counsel at RichardM@TrailLifeUSA.com. Please submit your request as far in advance as possible. While we will do everything possible to provide a quick response, due to the potential for numerous and/or complex requests that may require contractual, insurance or product research, you should anticipate submitting any such requests at least three weeks prior to committing to engaging in any such fundraiser. Include details of the fundraiser including:
 - a. Complete Troop number CO-10:10
 - b. Your contact information including name and phone.
 - c. Duration

Skills Required

- Proficient at Excel spreadsheets
- Head for numbers