



Position: Troop Systems Monitor
Reports to: Director of Membership

Purpose:

Monitors compliance with processes that helps assure that Girl Scout troops are safe, secure and financially well-managed. Identifies areas of concern, conducts research, and provides information necessary for follow up. Provides executive support to the Chief Executive Officer (CEO), Director of Business Operations (DBO), and Chief Resource Development Officer (CRDO).

Accountabilities:

Assures for the completion and documentation of national, state and sexual offender background checks and character references on prospective volunteers.

Assures that troops designate and register a Cookie Sale Manager to volunteer and manage the cookie sale in each troop and makes sure all of them are trained.

Manages the troop cookie booth sales process including inventory, financial accuracy, documentation and problem-solving. Along with management of the cookie sale, other duties include bank account payment transfers, ordering, organizing, and shipping girl rewards.

Manages a database of troop bank accounts and account numbers, working closely with multiple banks to obtain information. Monitors monthly troop bank account statements, identifying suspicious or irregular activity. Provides support to volunteers in establishing troop bank accounts and mobile banking options for use in the cookie sale.

Manages a fund development database assuring for accuracy and timely donor invoicing and appreciation.

Provides organizational support to the assigned staff. Processes daily outgoing mail.

Provides backup to the Retail Shop Manager during periods of absence, as well as does the bank deposits for the retail store.

Qualifications:

Ability to maintain strict confidentiality.

Knowledge and proficient use of Microsoft Office applications, internet and email and an aptitude for learning and using other software programs such as Donor Perfect.

Achieve and maintain a high level of accuracy and timeliness.

Ability to lift approximately 40 pounds and push 60 pounds (carrying materials for meeting and arranging tables and chairs).

Aptitude for learning the operations of a variety of office equipment.

Ability to work independently on assigned projects.

Possess the confidence & initiative to seek needed help from supervisor & co-workers.

Respect for volunteerism and its importance to the organization.

Belief in the values of the Girl Scout movement and ability and willingness to become a registered member of the organization.

Valid driver's license.