

## **Part Time Financial Secretary**

An exceptional opportunity to be a part of an organization dedicated to preparing our youth to become our leaders of tomorrow. The Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations, providing programs for young people that build character, trains them in the responsibilities of participating citizenship and develops personal fitness. For more than 100 years, Boy Scouts of America has helped build future leaders by combining educational activities and lifelong values with fun. The Boy Scouts of America believes — and, through over a century of experience, knows — that helping youth is a key to building a more conscientious, responsible and productive society.

### **Purpose of Position**

As a representative of the Old Hickory Council, Boy Scouts of America, the financial secretary is expected to reflect the professionalism and core values of the Scouting law that are: trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave clean and reverent. The primary purpose of the financial secretary is to process and maintain the fundraising system handling all donations of the Old Hickory Council.

### **Duties and Responsibilities**

- Enter the daily payments into the Fundraising system.
- Enter in all pledges into the Fundraising system.
- Maintain contributor database.
- Prepare and mail billing statements, acknowledgements and contribution statements.
- Prepare contributor presentation packets.
- Reconciling the contributions accounts receivable and total contributions.
- Backup for the receptionist area.
- Assist the Office Manager in preparing journal entries and running reports.
- Assist other office staff members as needed.

### **Requirements**

- Experience in Accounting.
- Excellent customer service skills.
- Excellent communication (verbal and written) skills.
- Strong proficiency in computer skills including MS Word, MS Excel, MS Outlook.
- Detail oriented and organized. Accuracy is critical.
- Experience in Scouting is preferred.
- Associate Degree in accounting or finance or equivalent experience is preferred.

This job is 29 hours per week.

Send resume to the Old Hickory Council, BSA, Attn: Becki Hume, 6600 Silas Creek Parkway, Winston-Salem, NC 27106 or to [becki.hume@scouting.org](mailto:becki.hume@scouting.org).