

Council & Jitasa Roles & Responsibilities



Council Service Team

- ◆ Daily, Weekly, Monthly Communication
- ◆ Coordinate Payroll w/IOI
- ◆ Accounts Payable & Vendor Payments via Bill.com
- ◆ AR/Pledges Receivable Processing
- ◆ Bank Reconciliations
- ◆ Reconcile Trading Post and Sellwise entries
- ◆ Update Monthly Balance Sheet and Operating Statements
- ◆ Month End Close
- ◆ Audit Preparation
- ◆ Restricted Funds Management
- ◆ Capital Campaign Accounting
- ◆ Capital Fund Reconciliations
- ◆ Endowment Fund Reconciliations
- ◆ Fixed Asset Depreciation

BSA Council Team

- ◆ Scout Executive
 - ◆ Monthly Calls
 - ◆ Escalations
- ◆ Approved Personnel
 - ◆ Approvals
- ◆ Coordinator
 - ◆ Help facilitate processes
 - ◆ Confirm expense coding
 - ◆ Get info to Jitasa
 - ◆ Accounting knowledge beneficial, but not required
- ◆ VP Finance / Treasurer
 - ◆ Monthly contact

