



VOLUNTEER POSITION DESCRIPTION TEMPLATE

Position Title	Finance Service Associate	
Location	Texas Gulf Coast Region	
Region/SAF Unit	Texas Gulf Coast Region	
FOCIS Category	Please Select One	
Volunteer Availability (check all that apply for position)		
<input type="checkbox"/> Volunteer in the office	<input type="checkbox"/> Volunteer from home	
<input type="checkbox"/> During business hours (daytime, M-F)	<input type="checkbox"/> On weekends and/or evenings	
	<input type="checkbox"/> Flexible	
<input type="checkbox"/> Only during a large disaster response	<input type="checkbox"/> Project-Based	
<input type="checkbox"/> Respond to disasters that happen every day (these shifts are typically all night and/or all weekend)		
Volunteer Interests (check all that apply for this position)		
<input type="checkbox"/> Respond to disasters	<input type="checkbox"/> Interact directly with clients	<input type="checkbox"/> Work independently
<input type="checkbox"/> Teach & train others	<input type="checkbox"/> Prepare community	<input type="checkbox"/> Work with a team
<input type="checkbox"/> Support the military	<input type="checkbox"/> Work with technology	<input type="checkbox"/> Lead a team
<input type="checkbox"/> Work with logistics	<input type="checkbox"/> Help with special events	<input type="checkbox"/> Interact with the media
<input type="checkbox"/> Be out in the community	<input type="checkbox"/> Work with government partners	<input type="checkbox"/> Apply a specialized skill
<input type="checkbox"/> Offer administrative support	<input type="checkbox"/> Work with numbers/data	<input type="checkbox"/> Place/manage volunteers
<input type="checkbox"/> Fundraising		
Volunteer Benefits (check all that apply for this position)		
<input type="checkbox"/> Meet new people	<input type="checkbox"/> Give back to others	
<input type="checkbox"/> Build resume	<input type="checkbox"/> Have fun	
<input type="checkbox"/> Learn new skills	<input type="checkbox"/> Explore a career	
<input type="checkbox"/> Gain leadership experience	<input type="checkbox"/> Get to know the community	



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Purpose	The Finance Service Associate works with administrative leadership to provide professional assistance in areas such as expenditure tracking, case monitoring, budgeting, forecasting and attestation reporting. The Finance and Compliance Service Associate works with various budgets, statistics, payment systems and client assistance programs.
Key Responsibilities	<ul style="list-style-type: none"> • Work on processes at the region, territory or chapter level during blue sky • Provide updates to the Finance Volunteer Lead or others as requested • Participate in budgetary planning and reporting efforts • Provide situational awareness including completion of reporting • Facilitate Finance Reporting (5266) during local Grey Sky events • Potential deployment in the FSI and Finance areas
Relationships	Disaster Cycle Services leadership positions, grants and contracts office, Chief Operations Officer
Qualifications	<ul style="list-style-type: none"> • Completed ARC volunteer on-boarding process • Experienced with budgeting and spreadsheet programs • Capable of analytic reasoning • Ability to acquire and evaluate information
Training	<ul style="list-style-type: none"> • DSO Form 5266
Appointed by	Finance Lead and/or Regional Disaster Officer
Reports to or Partners with	Finance Lead and/or Regional Disaster Officer or Appointee
Length of Appointment	N/A
Time Commitment	Flexible
Development Opportunities	<ul style="list-style-type: none"> • Lead Finance Volunteer

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date _____