

Orientation for Council Accounting Specialist

Overview	The Scout executive or his designee should cover the following topics on the first or second day that the accounting specialist begins the job.
Goals	<p>As a result of this orientation, the new accounting specialist will be able to:</p> <ul style="list-style-type: none">• Understand the Boy Scouts of America (mission, council size, magnitude of national organization, program, etc.)• Understand the local council specifics (area, districts, organization, staffing, camps, annual calendar, etc.)• State how he or she fits into the local council staff structure and the importance of that position to the local council
Resources	<p>Identify the resources and the availability of:</p> <ul style="list-style-type: none">• <i>Local Council Accounting Manual</i> and other accounting manuals• National training opportunities• Regional and national support staff• Customer Service Help Desk• Local council auditor
Other	<p>Identify the regular financial reports that the accounting specialist is expected to produce and the schedule for printing the reports.</p> <p>Discuss the bank accounts that the council uses and who signs the checks.</p> <p>Explain the process of submitting payroll requests to ADP.</p> <p>Discuss the importance of internal controls.</p>
Materials Needed	<ul style="list-style-type: none">• Council professional and office staff structure chart• Job description• <i>Local Council Employee Handbook</i>• Expectations and/or critical achievements of the job• Council map• <i>Local Council Accounting Manual</i>• <i>Employee Benefits Manual</i>