BSA Council Coordinator Role

1) Gathering and scanning invoices to Jitasa team via Bill.com on a frequency established during onboarding; Provide coding details, as needed/requested by Jitasa team (_Note_: _Applicable if A/P Processing is within Jitasa's scope_)

2) Familiarity with and organizational understanding of council operations related to:
   - Project Code List

   - Membership processing

   - Fundraising processing

   - SellWise

   - Accounts Payable/Invoicing processes

   - Payroll/IOI processing

3) Maintain appropriate security authorizations/access

4) Technology savvy and working knowledge of common electronic systems and applications (e.g. Electronic folders, Scanning, Excel)

5) Time availability: 10 to 20+ hours per week, depending on week/month, council size/complexity, and specific scope of service

6) Strong organizational, communication, and follow-through skills