National
Multiple Sclerosis
Society

VOLUNTEER ACCOUNTING TEAM

Overview:
The Volunteer Accounting Team supports the Society office manager and staff by assisting with registration, donations and accounting procedures.

Key Responsibilities:

- Accept waivers, accept donation envelopes and process credit card payments at Walk MS
- Process rider registrations, assign rider numbers, accept donation envelopes and process credit card payments at Bike MS and related events (packet pick-ups, Expo, awards party, etc)
- Process donations from events following Society accounting procedures
- Serve as donation specialists at Society events and community events

Education and Support

- Two orientation/training sessions held each year (one prior to Walk MS and one prior to Bike MS)
- Staff member and/or Volunteer Accounting Team Leader at each volunteer shift to answer questions and provide support
- Printed procedures for each volunteer

Time Commitment
Accounting Team members must attend at least one of two orientation/training sessions, each lasting approximately 1-1 ½ hours. Volunteer assignments vary throughout the year, depending on dates of special events. Opportunities include Walk MS, Walk MS vault room, Bike MS packet pick-ups & Expo, Bike MS, event donation stations and various top fundraiser, donor and recognition events throughout the year. Weekday and weekend shifts are available. Volunteers are asked to complete at least 10 hours of service each year.

Qualifications

- Excellent organization and customer service skills; attention to detail
- Previous cashier/accounting experience preferred (10-key experience helpful)
- *Cleared criminal background check*

For more information on this volunteer opportunity, please contact Carrie Dahlquist at 210.694.3234 or carrie.dahlquist@nmss.org.