

AUDITOR

CVCHS PFC

Position Description

General Information:

The Auditor shall make sure all financial data is responsibly reported with accuracy. There are two yearly audits performed: January – June and July – December. Reports are to be given the month after the audit is performed. Attendance at those two meetings is mandatory. This position can take up to four hours per year.

Responsibilities:

1. Auditor shall examine the books of the Treasurer on a semi-annual basis each year during the months of January and July, and submit a written report to the President within 30 days of his/her findings. The year-end report shall be presented by the second general meeting of the school year.
2. Make sure all disbursements are effected by a check signed by the Treasurer, President and or/Executive Vice President on the signature card (two signatures required on all checks) and that all invoices are properly approved.
3. Shall check for accurate records of all financial proceedings, ensuring documentation has appropriate signatures, and that deposits are recorded with backup as necessary.
4. Attend two PFC meetings to report findings, once in February and once in September.