

Job Duties and Responsibilities

Treasurer's Auditor

Overview

The auditor is responsible for ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation.

Duties and Responsibilities

- Collect all financial books, records, and reports from the Treasurer. These will include bank statements, deposit receipts, authorization for payments, cash receipts, itemized statements and receipts of bills paid, monthly treasurer's reports, treasurer's book or ledger, annual financial report, and any other information.
- Compare the bank statement balance with the balance in the checkbook and the balance in the ledger.
- Determine the accuracy of the books and records of the Treasurer.
- Detect and recommend correction of errors
- Protect the Treasurer and relieve him or her of responsibility except in case of fraud
- Verify funds have been transferred through channels such as membership, restricted funds, insurance, foundation, etc.
- Assure the membership that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.
- Complete the audit on a quarterly basis before the board meeting.