

# University of Minnesota Women's Club

## Auditor Job Description

The Auditor is an appointed position to serve for a two-year term.

### Responsibilities:

1. Annual audit of the treasurer's financial reports after fiscal year close June 30<sup>th</sup>.
2. Provides audit report to the Board at the September meeting.
3. Auditor is a member of the Board of Directors.
4. Auditor is a member of the Financial Committee.

### Tasks:

1. Performs audit after the Treasurer has concluded the year end financials. This includes comparing cash deposits to reports, expenses to disbursements, beginning balances to prior year's ending balances, review bank reconciliation.
2. Verify that appropriate IRS tax filings and Minnesota Annual Renewal Form are completed and current. IRS form 990-N for both the operations account and the scholarship account.
3. Attend necessary board meetings.
4. Attend the Finance Committee meetings to help prepare following year's budget

### Position Skills and Time Commitment:

1. General accounting knowledge is desirable. Accountant experience is not a requirement.
2. Comfortable working with numbers and financial reports. Spreadsheet expertise, such as using Excel, is not a requirement.
3. Strong analytical skills and attention to detail ... follow the money trail
4. Good communication skills
5. Time commitment is estimated to be 20 - 30 hours per year

**Note:** Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Reviewed by Bonnie Russ, July 19, 2023