

Position:	Financial Audit Volunteer
Level of Expertise:	Financial: Beginner to Intermediate
Time Commitment:	<ul style="list-style-type: none"> • 5-6 hours in April 2022
Duties:	<p>As one of two volunteers, the Financial Audit Volunteer will virtually review the books, accounts and records of IABC/Calgary for the 2020-2021 Board year. The two volunteers will collaborate to complete the financial review and sign off on the audit by the end of May 2022.</p> <p>The volunteer will attend a virtual instructional meeting with the Finance Director or Finance Manager and the Chapter’s bookkeeper and will then complete the review remotely at their own convenience.</p> <p>The volunteer will gain insight into the financial workings of IABC/Calgary and will gain experience in conducting a volunteer audit for a professional association, following the guidelines set out by The Societies Act of Alberta.</p> <p>This is a one-off volunteer commitment of 5-6 hours in total.</p>
Requirements:	<ul style="list-style-type: none"> • Must not have been a member of the Board nor held any responsibility for the processing of transactions or budgeting for the 2020-2021 board year • Previous IABC/Calgary Board experience considered an asset • Current IABC/Calgary volunteer status considered an asset
Reporting to:	Director of Finance