

Audit and Financial Oversight Committee
Audit function – Job Description/Responsibilities

The audit function provides accountability for the school's independent audit, which includes hiring and evaluating the independent auditor(s). Additionally, the audit function is accountable for ensuring that recommendations made by the independent auditor are implemented, as necessary. Further, the audit function is charged with the responsibility to address complaints about financial mismanagement.

To ensure the process is objective, the audit function shall be independent from management of the school.

The audit function presents the auditor's findings to the board, making sure the full board understands any recommendations made by the auditors before formally accepting the audit report. Additionally, the audit function recommends changes in practices/policies in order to maintain or bring the school into a "best practices" position.

The audit function drafts a charter for its own role and evaluates it periodically, is responsible for the appointment, compensation and oversight of the independent auditor's work, asks questions of management and the independent auditors to evaluate the audit process, receives reports directly from the auditors (not the executive director) in connection with the audit's findings and receives and considers actions to recommend to the full board as a result of recommendations from the auditors about actions the school should take to improve its financial reporting and management practices, as needed.

The audit function should be considered financially literate and must:

- Understand financial statements
- Understand financial risks
- Understand the impact of business decisions on the financial statements
- Be able to identify balance sheet risks
- Understand revenue recognition issues on the financial statements
- At least 5 years relevant experience