



## FINANCIAL COMPLIANCE AUDITOR SCOPE OF WORK

Client/Organization <b>Boston Thurmond Community Network (BTCN)</b>			Name of Project <b>BTCN Financial Reconciliation</b>	
Contact Person <b>Regina Hall, Executive Director</b>			Project Location <b>Winston-Salem, NC</b>	Project No. <b>1001</b>
Contact's Mailing Address <b>P.O. Box 961</b>			City <b>Winston-Salem</b>	Province <b>NC</b>
City <b>Winston-Salem</b>	State <b>NC</b>	Postal Code <b>27102</b>	Contact's Email Address <b>info@bostonthurmondunited.org</b>	
Telephone Number <b>336-769-6253</b>		Organization Type <b>Non-Profit</b>	Organization Website <b>www.bostonthurmondunited.org</b>	
<p><b>Project Description:</b> The Boston-Thurmond Community Network (BTCN) is a new non-profit organization that needs a Financial Compliance Auditor (FCA) to protect its assets through monthly financial auditing. The FCA will work closely with the Executive Director and administrative staff to assess the organization's compliance with internal control measures, local, state, and federal regulations.</p>				
<p><b>Selection Process:</b> Members of the Boston-Thurmond Community Network Finance Committee will review each proposal and interview candidates. After the interview process, members of the BTCN Finance Committee will make a recommendation for hire to the full board for approval.</p>				
<p><b>Required Financial Compliance Auditor work for position:</b></p> <ul style="list-style-type: none"> <li>• Set up accounting and donor database systems for the organization</li> <li>• Enter 2019 &amp; 2020 YTD transactional data into the accounting system</li> <li>• Manage both external and internal audits as necessary</li> <li>• Conduct financial audits, prepare audit scope and objectives</li> <li>• Develop a quarterly auditing plan for the organization</li> <li>• Document and report audit findings to Executive Director and Board of Directors</li> <li>• Monitor check processing/invoice payments and postings to the accounting system</li> <li>• Conduct verification/posting of deposits to donor database</li> <li>• Conduct monthly bank reconciliations (including credit/debit card) for organization</li> <li>• Generate monthly financial reports and generate other financial reports as needed</li> <li>• Prepare Form 990 and lead coordination of audit and/or Form 990 with audit firm</li> <li>• Prepare annual 1099 for tax purposes</li> <li>• Assist Executive Director and staff with annual budgeting (including grant budgeting)</li> <li>• Analyze potential risks within the organization to avoid compliance issues</li> <li>• Communicate with Executive Director and staff to improve internal controls</li> </ul>				
<b>Timeline: Post:</b> April 30 -May 15, 2020		<b>Start Date:</b> July 1, 2020		<b>Completion Date:</b> June 30, 2021
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• 5+ years of auditing experience (preferably with non-profits)</li> <li>• Bachelor's Degree in Accounting, Finance, Non-Profit Management (or similar field)</li> <li>• Thorough understanding of SFAS rules and guidelines and strong communication/analytical skills</li> </ul>				
<p><b>Additional Requirements /Conditions:</b>            Must work well independently and attend BTCN Finance Committee meetings every 3<sup>rd</sup> Monday at 4 p.m. and BTCN Board meetings every 4<sup>th</sup> Wednesday at 5:30 p.m. for reporting purposes. (Attendance can be virtual.)  <b>PROPOSALS SHOULD INCLUDE A LIST OF SKILLS, EXPERIENCE, AND RATE FOR SERVICE.</b>  <b>REFERENCES ARE WELCOME. SEND PROPOSALS TO <a href="mailto:info@bostonthurmondunited.org">INFO@BOSTONTHURMONDUNITED.ORG</a> NO LATER THAN 12 NOON ON JUNE 1, 2020. PLEASE DIRECT ALL QUESTIONS TO REGINA HALL AT 336-769-6253.</b></p>				