**Auditor**

The primary focus of this position is to assist with the financial responsibilities of the Board and must perform two semi-annual internal audits. As a voting member of the Board, the Auditor votes on how funds are spent and procedures are handled by the PTA that directly effects the student body of Pioneer Elementary.

Specific duties include:

* Count money at fundraising and community events;
* Stand in for Board Treasurer at meetings;
* Perform two semi-annual internal audits. The purpose of an audit is to:
* Determine the accuracy of the books and records of the financial officers;
* Detect and recommend correction of errors;
* Protect the financial officers and relieve them of responsibility, except in the case of fraud;
* Verify funds have been transferred through appropriate channels (e.g., membership, insurance, Founders Day freewill offering).
* Assure the membership that the association’s resources and funds are being managed in a businesslike manner within the regulations established for their use.
* Be able to serve as a member of budget meetings, but is not authorized to sign checks; and,
* Deliver the Auditor’s report in October and March at the Board and General PTA meetings.