



## CIRCLE OF PEACE INTERNATIONAL

### Pro Bono Auditor/Financial Reviewer

**Position summary:** The Pro Bono Auditor/Financial Reviewer works with the Finance Team and the Board of Directors to ensure that the organization's financials are accurate. The pro bono volunteer will report to the Director of Finance. All content created for this project will be owned by COPI. Length of assignment is no more than two months.

#### **Responsibilities:**

- Determine compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verify assets and liabilities by comparing items to documentation.
- Complete audit work papers by documenting audit tests and findings.
- Appraise adequacy of internal control systems by completing audit questionnaires.
- Maintain internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Communicate audit findings by preparing a final report; discussing findings with COPI Finance Director.
- Comply with federal, state, and local security legal requirements by studying existing and new security legislation; enforcing adherence to requirements; advising management on needed actions.
- Prepare special audit and control reports by collecting, analyzing, and summarizing operating information and trends.

#### **Skills:**

- Expertise in nonprofit finance.
- Attention to detail and thoroughness
- Persistence – Ability to keep after people until they carry out their assignments.
- Ability to communicate findings and recommendations to the board.

#### **Requirements:**

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.

Experience working with a nonprofit a plus.