

Redeemer Evangelical Free Church  
**MINISTRY JOB DESCRIPTION**

## **POSITION: Audit Team Member**

**Accountable to: Finance Chair**

**Nominating Team Contact: Any member**

### **EXPECTATIONS AND DUTIES**

The Audit Team shall examine at least annually, the books and records of the church to verify accurate recording of revenues and expenses and to verify that disbursement of church funds is adequately controlled. This will include:

- Review of a sample of cash disbursements to verify expenses were properly authorized and accurately recorded in the accounting records.
- Review deposits to verify they were fully and accurately recorded in the accounting records.
- Comparison of bank statements and account reconciliations with the accounting records to verify agreement.
- Conduct the audit at or near the first of September so that the results can be included in the Annual Report.

### **QUALIFICATIONS**

- A believer who has accepted Jesus Christ as their Savior and Lord, and is drawing upon the Holy Spirit for continued spiritual growth and maturity.
- (Taken directly from 1 Timothy 3:1-7 & {Titus 1:5-9}) Above reproach {blameless, temperate {not overbearing}}, self-controlled {holy & disciplined}, respectable {upright}, hospitable, not given to drunkenness, not violent but gentle, not quarrelsome {not quick tempered}, not a lover of money {not pursuing dishonest gain}, {one who loves what is good}
- Must be mature in their faith, doctrinally sound – knowing and loving the Word, loving God and loving others.
- Working knowledge of finance and/or bookkeeping.
- Able to treat all information and knowledge of church financial affairs with strict confidentiality.

**MEMBERSHIP REQUIREMENT:** Member in good standing for a minimum of one year

**COMMITMENT:** Two years