



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Internal Auditor (IA)

Job Title	Internal Auditor (IA)
Work Location	Calgary
Reports to	Board of Trustees (Board)
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

Job description summary

Elected by the voting members per the election process or by selection process, the IA will be a part of the EC-SC reporting to the Board to support the EC during the current operational year with periodic audits of the CMA financial transactions and upkeep of appropriate back up keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the Board to establish CMA's vision into action and support EC with internal audit of the financials during the current year.
- Conduct a thorough review of the un-audited financial report (statement) within a month of conclusion of each major event / program during the current year to ensure that the bookkeeping is in order.
- Submit the internally audited financial report with backup to the external auditor as required and get the audit completed in a timely fashion for filing with the Alberta Registry.
- Suggest improvements for bookkeeping of budget, income and expenditures if and where necessary.
- Facilitate smooth reconciliation of Assets vs. Liabilities and Income vs. Expenditures and transition at the end of the current year prior to handing over the TR charge to the incoming TR for the following year.
- For any communication to the Board, implement the use of the email - bot@cmacalgary.ca; For any communication to the EC, implement the use of the email - info@cmacalgary.ca; PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the IA, PR and / or the EC, EC-SC or others, the Board will step in to find amicable resolution.

Tenure

The sub-committee for specific role such as that of an IA is appointed for one year to support the Board to perform interim audits thereby assisting the EC to reconcile their accounts including proper backup after each major event.

The Board may appoint two IAs to conduct the final audit at the end of the current year and to be ready in a timely fashion to submit the audited results to the Alberta Registry.

Qualification

- Having an accounting or auditing background will be an asset.
- Excellent coordination and time management skills.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful, trustworthy and committed to the welfare of CMA community.
- Be able to bring about positive changes in the community.
- Excellent written as well as oral communication skills to seek appropriate and adequate backup to perform periodic audits during the current year.
- Good listening and problem-solving skills.

General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation

- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting

- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees

- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer

- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.

- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead

- AGLC – Alberta Gaming & Liquor Commission

