



# INTERNAL AUDITOR

Last revised: February, 2024

## **COMMERCE STUDENTS' ASSOCIATION (CSA)**

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

## **POSITION OVERVIEW**

The Internal Auditor is responsible for meeting with all Student Action Group (STAG) Finance Directors throughout the year to assist in planning and maintaining budgets. The Internal Auditor will oversee the audit process for all STAGs.

## **POSITION RESPONSIBILITIES**

- Meet with all Student Action Group (STAG) Finance Directors early in the summer to demonstrate budget creation.
- Meet with all STAG Finance Directors at the beginning of August to review and make sure they implement the changes recommended.
- Regularly check-in with STAG Finance Directors.
- Audit the STAGs after the completion of their Corporate Partner Program (CPP) events or in December/January if STAG does not have a CPP event.
- Submit cheque requests for STAGs after they have been successfully audited.
- Attend monthly CSA General Council Meetings.
- Promote and attend all CSA events.

## **LINES OF COMMUNICATION**

- CSA Executive Council
- CSA General Council
- Vice President Finance
- STAGs Finance Directors



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## SKILLS DEVELOPED

- Event budgeting
- Auditing
- Communication Skills
- Problem solving

## POSITION DETAILS

Number of positions available: 1

Reports to: Vice President Finance

***\*\*[NOTE] This individual can not hold an executive position on any STAG to avoid a conflict of interest\*\****

## COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours