

Audit and Compliance Volunteer

Location: Waterloo Office

Reports to: Grants Manager

Dates/ Hours Anticipated: During Business Hours (M-F, 8am to 4pm) 4-6 hours/ week



Summary:

The Audit and Compliance Volunteer with help to support Friends of the Family Grants Manager with ensuring program are following guidelines and funding requirements.

What You Will Do:

- Follow FOF's auditing processes to ensure documentation and files meet regulations
- Review, scan and upload client paperwork
- Help prepare for internal and external audits
- Prepare data and documentation for reports
- Work closely with program managers and direct service staff
- Willingness to support grant writing, research and applications when needed

Qualifications and Competencies:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non- discriminating manner
- Ability to pass a criminal background check
- Must be comfortable with technology (email, databases, reports, Microsoft apps)
- Demonstrate a strong attention to detail in tasks
- This position is a part of FOF's Volunteer Accountability Chart and occurs weekly

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Audit and Compliance Volunteer".