



Tuxedo Union Free School District

Jeffrey T. White
Superintendent of Schools

February 14, 2024

Dear Tuxedo Community,

I would like to invite interested community members (with business and/or auditing expertise) to apply for an upcoming vacancy (Citizen Appointee) on the Tuxedo Board of Education Audit Committee. The deadline to apply is February 28, 2024.

This committee will consist of two School Board Members and two Citizen Appointees. The committee's primary role is to assist the Tuxedo Board of Education with its fiscal and operational oversight of the Tuxedo Union Free School District.

RESPONSIBILITIES

The Audit Committee serves as the School Board's formal liaison to the Business Office by:

- Reviewing the annual audit plan prepared by the District Treasurer and submitting its recommendation to the School Board for approval
- Reviewing audit reports and management responses, and reporting to the Board monthly
- Following up on the implementation of internal audit recommendations
- Monitoring progress against the approved annual audit plan
- Assisting the Board with the evaluation of the District Treasurer in accordance with Human Resources guidelines, policies, and regulations
- Assisting in the budget review process

The Audit Committee meets approximately 4x/year. Applicants must reside within the boundaries of the Tuxedo Union Free School District.

ADDITIONAL QUALIFICATIONS

- Cannot be a current TUFSD employee
- Be independent of day-to-day management of TUFSD
- Knowledgeable about general government processes as well as technical and complex financial reporting issues
- Ability to communicate with auditors and public finance officers
- Knowledgeable about internal controls, financial statement audits, management/operational/performance audits, and risk assessment

APPLICATION

- Introductory cover letter and resume to christina.murphy@tuxedoschools.org
- In your cover letter, written responses are required for the 4 questions listed below:
 1. Briefly describe any professional or community experience that you believe qualifies you to serve on the Audit Committee. You may attach a current resume.
 2. Briefly describe any previous experience/involvement with TUFSD and/or other public schools.
 3. Briefly state why you are interested in serving as a member of the Audit Committee for TUFSD.
 4. Briefly describe your understanding of the role of the Audit Committee.

The School Board will be appointing one committee member for a term ending June 30, 2024.

DEADLINE FOR APPLICATIONS

Applications will be accepted until February 28, 2024.

I hope you will consider applying for this position as it provides valuable service to our schools.

Sincerely,



Jeffrey T. White
Superintendent of Schools