

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, September 21, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Audit Committee - Serving 2 year terms

Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments:

§ 1.3 Appointment of Audit Committee

If your entity does not have a formal audit committee then the entity's governing body must appoint such a committee before beginning the procurement process. An audit committee's primary responsibility is to procure audit services and oversee corrective action associated with audit findings and concerns. The committee shall have at least three members but not more than five with at least one member from the entity's governing body and one member being an entity appointee with a working knowledge of the accounting system utilized. The remaining one to three members may be appointed by the entity body as deemed appropriate.

We strongly recommend, but do not require, the third required member be a citizen of the government that is knowledgeable in the fields of accounting and auditing. Members of the audit committee shall be appointed by the entity body for a period of two years and one member of the committee shall be appointed by the entity body to Page 2 serve as the primary contact person in the audit procurement process. The entity body may assign other powers and duties as deemed appropriate.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Commission will utilize a 3 person Audit Committee to include 1 citizen representative meeting the criteria of accounting or finance background, a county representative with finance experience, and another County appointee, as deemed appropriate by the County Commission.