

TITLE: SENIOR ACCOUNTANT - AUDIT

SUMMARY OF RESPONSIBILITIES

Senior audit staff can perform most engagement assignments with little supervision. They direct and review the work of staff accountants and are capable of making decisions on most audit and accounting matters. When unusual situations arise, they present the pertinent information to the engagement manager or partner and follow their advice.

Senior audit staff are given intermediate to complex assignments that could include:

- As a member of an engagement team, assist other team members in their performance of fieldwork and act as a technical resource for them, supervise and review the work of audit staff, coordinate engagement logistics and communicate progress and unresolved issues to engagement manager and/or partner
- Preparation of more complex engagement workpapers that could include: evaluation of reserves and allowances, testing of inventory valuation, testing of cutoff for revenues and accounts payable, current and deferred income tax provisions, compliance with contractual obligations and analytical procedures
- Interacting with clients, client personnel and others to obtain information essential to completion of the engagement
- Performing basic audit and accounting research necessary to the conduct of the engagement
- Interact with others to meet client service deadlines.

As senior audit staff gain experience, assignments will become more challenging and greater responsibility for client interaction occurs. Senior audit staff will begin acquiring specialized skills that will allow them to become a technical specialist or part of a team of technical specialist capable of delivering quality services to clients with complex needs that fall within the specialized area.

Senior audit staff are primarily supervised by others, more experienced, senior audit staff, managers and frequently by associate partners and partners.

REQUIRED EXPERIENCE

Senior audit staff normally have a minimum of two years of experience in public accounting.

REQUIRED EDUCATION AND CERTIFICATION

Senior audit staff must have at least a college undergraduate degree, have passed the uniform CPA exam, be a licensed CPA and if not properly licensed in the jurisdiction of assigned office location be in the process of obtaining the qualifications to be so licensed.

ESSENTIAL FUNCTIONS

- Be familiar with the firm's policies and procedures.
- Understand the rules, requirements, code of conduct and standards of the AICPA and those of the state or local licensing boards.
- Be familiar with pertinent audit, accounting and financial reporting standards.
- Possess basic audit and accounting research techniques and have a basic working knowledge of the various research sources utilized by the firm.
- Have effective working knowledge of firm technology, including the use of applications for engagement management, depreciation, research, work flow management, document storage/retrieval, time and billing and Microsoft Office's Outlook, Word and Excel.
- Have a working knowledge of the financial reporting standards necessary to draft a complete set of financial statements with appropriate disclosures.
- Possess the ability to effectively communicate with clients and others to timely deliver services and respond to client inquiries
- Perform other duties as assigned from time to time by engagement managers or engagement partners.

WORKING CONDITIONS AND EXPECTATIONS

Involves work in the firm's office or on the client's premises. Work on the client's premises may require the use of the senior's personal car. Overnight travel for client service is expected to be minimal or nonexistent. Moderate overtime required throughout much of the year with higher levels of overtime required to timely complete engagements prior to deadlines. Typically the dates between January 15 thru April 1 and August 1 thru October 15 require some level of overtime.

Full-time senior audit staff are expected to achieve minimum billable hours in the 1,600 to 1,800 hour range.

EVALUATION AND ADVANCEMENT

Senior audit staff will be evaluated based in part on:

- The technical quality of results for tasks assigned including the review and supervision of less experienced staff
- Ability to work independently with little supervision on basic and intermediate assignments
- Ability to analyze complex data and reach appropriate conclusions about it and any test results performed
- Level of effort and responsiveness in undertaking assignments as evidenced by ability to meet or exceed deadline expectations and effectively communicate obstacles that could prevent meeting assignment deadlines
- Productivity as measured by total billable hours and realization of standard billable amounts charged for client services
- Assessment of teamwork effectiveness as evidenced by ability to interact positively with those being supervised by the senior and the senior's supervisors and peers
- Assessment of professional image and conduct as evidenced by ability to timely and concisely communicate issues, concerns and other matters important to delivery of quality client service
- Assessment of the ability to provide satisfactory client service as evidenced by client feedback

The firm's management has the right to revise this job description at any time. The job description is not a contract for employment, and either the employee or the firm may terminate employment at any time, for any reason.