

Senior Assurance Associate

POSITION SUMMARY:

A Senior Assurance Associate will work collaboratively with the members of a growing team. As a senior assurance associate this position will be responsible for completing client engagements, while developing strong working relationships with clients built around understanding their business and challenges.

ESSENTIAL RESPONSIBILITIES:

- Gains understanding of clients' needs and expectations, their business and industry
- Assists in planning and conducting the audit, review and compilation engagements in a timely manner
- Maintain a good working relationship with clients
- Work with team to identify and resolve any client issues
- Assess risks and evaluate the client's internal control structure
- Effective delegation based on risk, engagement status, and staff development opportunities.
- Assists firm management to prepare engagement reports of findings and recommendations
- Be willing and available to travel to serve clients

QUALIFICATIONS:

- Bachelor's degree in accounting or related field required
- Three to five years of experience preferred
- CPA or eligibility for CPA - highly desired
- Excellent technical skills
- Proven attention to detail
- Demonstrated ability to work independently
- Ability to communicate to all levels of employees and clients
- Strong problem - solving skills
- Excellent decision – making skills
- Proficient in Microsoft word, excel, and outlook including data manipulation
- Proven time management