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# Example of Associate Audit Job Description

Our innovative and growing company is looking to fill the role of associate audit. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate audit

* Participate in CPE relevant to work assignments and maintain compliance with firm CPE requirements
* Demonstrate an active interest in the accounting and business world by keeping abreast of market trends and business developments, changes to accounting standards and guidance
* Interacting with clients and team members and reporting to project managers
* Preparing compliance reports to ensure findings and recommendations are objective, factual and in conformation with overall report-writing procedures and best practices
* Develop an understanding of the client's business and needs, and become a consumer products industry specialist
* Develop an understanding of the client's business, and become a private equity funds industry specialist to understand client specific needs
* Develop an understanding of the client's business, and become an industrial products industry specialist to understand client specific needs
* Assist in leading /lead audit engagements as outlined above including risk assessment, audit planning, audit testing, control evaluations, report drafting and follow up and verification of issue closure
* Work closely with audit colleagues in the early identification of emerging control issues and reporting them timely to Audit management and business stakeholders
* Partner with colleagues, clients and control community members to evaluate the control environment

## Qualifications for associate audit

* Experience with GoFileRoom, Pfx Engagement, Pfx Tax, preferred
* Knowledge of MS Word, Excel, Visio and PowerPoint
* Experience with accounting for alternative investments preferred
* Masters in Accounting preferred
* 2-4 years of public accounting audit experience, Financial Institutions, Health Care, and/or Manufacturing & Distribution experience preferred
* Minimum 6 months DC environment