Downloaded from <https://www.velvetjobs.com/job-descriptions/assurance>

# Example of Assurance Job Description

Our growing company is hiring for an assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assurance

* Perform audits of financial statements and internal controls of the firm’s clients with engagement team
* Assist Senior Manager and Manager in planning audit engagements, performing audit procedures and completing audit documentation
* Research technical accounting issues that arise during audit engagements
* Prepare financial statements and disclosures to communicate findings and recommendations to senior management and firm’s clients
* Provide feedback and training to staff
* Assist in preparation of pass through entity and individual tax returns during filing season
* Coordinate various phases of engagements
* Responsible for the daily supervision and development of audit staff
* Participate in Level Training for junior staff
* Proactively participates in professional development opportunities, Mentoring Program

## Qualifications for assurance

* CPA License (active/in good standing) from appropriate state
* Minimum of 5 years of experience in public accounting, corporate accounting required with a minimum of 1, but typically 2 +, years of experience as a Senior Associate
* Minimum of 5 years of experience in public accounting, corporate accounting and/or tax accounting required with a minimum of 1 year experience as a Manager
* Ability to mentor, train, motivate and manage staff
* Identify and resolve technical and client service issues
* Participate and collaborate in the management of the local office