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

# Example of Assurance Job Description

Our company is hiring for an assurance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance

* Provide weekly/monthly reporting analyzing quality data
* Identify trends in the quality data that will assist with implementing training opportunities
* Work with the training department to create training material assist with coaching training sessions while focusing on areas of improvement identified through the quality process
* Performing calibration on instruments
* Performing cycle counts of Reject locations
* Assist with the closure of ATS finding & customer complaints
* Test changes to company information systems
* Develop test plans and estimates
* Write moderately complex test scripts and prepare test data for projects
* Maintain system documentation to include new features and enhancements to current processes

## Qualifications for assurance

* 3 years of audit experience in public accounting
* Completed educational requirements for eligibility to sit for the CPA Exam
* 1 to 3 years' experience in public accounting, with extensive experience on assurance engagements, including audits, reviews, and compilations for privately held companies and audits of employee benefit plans
* Basis business and individual tax knowledge
* Knowledge of QuickBooks, Peachtree, Microsoft Dynamics, ProSystemFx Engagement, GoSystem RS, FAS Asset Accounting, PPC Smart e-Practice Aids, Checkpoint a plus
* Ability to meet deadlines with accuracy BBA/BS/MS in Accounting