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# Example of CPA Job Description

Our innovative and growing company is hiring for a CPA. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for CPA

* Manages progression of quality deliverables on time, in scope and within budget and/or realization goal
* Conduct risk assessments of assigned audit areas
* Develop and/or update risk-based audit programs
* Determine scope of review in conjunction with an Internal Audit Manager
* Discuss fact-based audit findings with Business Unit Finance Personnel
* Draft audit reports that summarize audit objectives, procedures performed, audit findings, mutually agreed remediation plans and conclusions reached
* Participate in the preparation of SEC filings, debt and equity accounting, accurate financial records for monthly financial statements and participate in special projects and technical accounting research
* Assist in preparing documents to be filed with the SEC including consolidated financial statements, footnotes, MD&A disclosures, Section 16 filings, 8-K filings and registration statements
* Assist in month-end close of Corporate entities including preparation of journal entries, account reconciliations and expense analysis summaries in addition to analysis of variances between actual and forecasted results
* Interact effectively with individuals in other departments and business units, including upper management

## Qualifications for CPA

* Minimum 5 + years in a Corporate Accounting, Public Accounting, combination or equivalent work experience
* Proficient in various Finance systems
* An ideal candidate will be a well-organized team player with excellent written and verbal communication skills
* Oracle and/or TM1 experience is a plus
* 3 - 5 years of experience with taxes, public accounting experience a strong plus
* University degree (accounting/business economics/business accounting)