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# Example of Senior / Audit Associate Job Description

Our company is looking to fill the role of senior / audit associate. 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 senior / audit associate

* Assists in managing, developing and coaching professional staff
* Research and analyze accounting issues and transactions and any audit-related or tax-related issues utilizing electronic databases
* Supervise, train, and mentor Associates and Interns and assess performance for engagement reviews
* Staying abreast of latest developments and ensuring professional development through ongoing education
* Accurately and skillfully performing audits
* Utilizing time management to plan and schedule client engagements
* Assembling trial balances and compiling financial statements into a written report to be presented
* Traveling to some to client sites while upholding HA&W’s values and reputation
* Apply accounting principles, standards and theories to assist management in making informed decisions, solve complex problems, and help managers improve performance in accordance with applicable regulations
* Support annual statements and internal controls, prepare agency reports and evaluate programs and performance at all organizational levels

## Qualifications for senior / audit associate

* Minimum 3 years of audit experience in public accounting at a national firm required
* 2-4 years experience within a CPA firm
* Passion for Not-for-Profit
* Certified Public Accountant (CPA) license or working toward licensure
* Ability to travel either same day or out of town/overnight for work at client sites with access to transportation (10-25%)
* You are inquisitive and enjoy learning about various client business processes and traveling to different locations to help clients (20-40 percent travel is required)