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# Example of Senior / Audit Associate Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior / audit associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior / audit associate

* Stays informed on relevant business and commercial areas, able to advise clients
* Embraces change, seeks out new initiatives and provides ideas and recommendations
* Supervise and train first-year and second-year audit associates
* Collaborate on engagement teams to conduct audits, reviews and compilations
* Prepare financial statements and reports for clients
* Work closely with clients to understand their business and industry
* Perform tests of internal control systems and assess risks
* Prepare entity tax returns
* Completes assigned portions of New Business, Renewal, Life Cycle Changes, Premium Variance and Referral audits and special projects related to business segments
* Develops and distributes Quality Feedback reports

## Qualifications for senior / audit associate

* Ability to frequently travel either same day or out of town/overnight for work at client sites with access to transportation (20-40%)
* Certified Public Accountant (CPA) license or working towards licensure
* Government, Non-Profit or Agriculture experience preferred
* CPA license or parts of the CPA exam passed is preferred
* A minimum of 3 years audit experience in a public accounting firm, professional services firm or its equivalent is required
* Exceptional client service with a demonstrated ability to develop and maintain outstanding client relationships is expected