



# Example of Senior / Audit Associate Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Help the Partner/Principal/Director
- Serves the needs of the client (including both public and private companies), by planning and performing audits, reviews, and compilations, in addition to any other related client needs
- Develop an understanding of the client's business and needs
- Develop an understanding of the client's business, and become a nonprofit industry specialist to understand client specific needs
- Interfaces with the client on a day-to-day basis
- In addition, the Senior Associate supports the development of solutions that address organizational challenges and supports projects objectives often by leading assigned engagement tasks to completion within scope and budget constraints
- The Senior Associate oversees the successful completion of these tasks while ensuring that all deliverable requirements are met
- Serves the needs of the client by planning and performing audits, in addition to any other related client needs
- Coordinates with the Engagement Team, Manager, Senior Manager, and Partner on all phases of the engagement, including execution of the engagement letter, communications with the client, staffing requirements, job planning, and scheduling
- Know and understand the firm's audit/assurance policies and procedures

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- 3+ years' experience (within audit and/or business) within the financial services industry, preferably the asset management business
  - 3-5 years of public accounting audit experience (NFP and/or financial services industry exposure is a plus)
  - You like the challenge of in-charging engagements, answering questions and providing constructive feedback to other team members
  - You are motivated to learn and are looking to get promoted throughout your professional career
  - You have excellent communication skills the ability to effectively interact with all levels of Firm management and staff, clients and other external business contacts
  - You're a team player and love collaborating with others over sitting in a cube working alone