



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. 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

- Exceptional client service with a demonstrated ability to develop and maintain outstanding client relationships is expected