



# Example of Senior Auditor Job Description

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Our company is growing rapidly and is looking for a senior auditor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior auditor

- Identify accounting, financial statement, and reporting issues based on professional guidelines
- Performing research to solve issues
- Supervising audit engagements and audit staff engagements and informing managers of the engagement status
- Drafting the inter office summary memorandum and the key audit deliverables
- Assisting in the presentation of key discussion points for the closing meeting with the client management
- Developing and maintaining relationships with client personnel to obtain a better understanding of business operations, processes and functions
- Staying informed of current economic development relevant to clients business and industry
- Managing staff performance, conducting timely performance reviews, and providing performance feedback
- Assist and/or conduct audits, reviews and compilations for a diversified client base
- Prepare income tax returns (i.e., corporations, partnerships)

## Qualifications for senior auditor

- 2+ years of Audit experience with a CPA firm
- Experience with employee benefit plans and commercial clients

- Assess the efficiency of operations and the application of sound business practices
- Conduct assigned audit/project in a professional manner and in accordance with an approved audit program
- Assure completion of the administration of the audit