

**Title:** Audit Senior Accountant  
**Classification:** Exempt  
**Supervises:** Paraprofessionals, staff and other senior accountants

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### **Summary of Responsibilities:**

Audit Senior Accountants perform most work assigned with a minimum of assistance. They often lead one or more staff accountants, instruct them in work to be performed, review the work done, and direct necessary revisions. Seniors are required to make decisions on all but the most unusual accounting and auditing matters.

### **Essential Functions:**

1. Performs diversified accounting, auditing, and tax assignments under the direction of the supervisor, manager(s) or owner(s).
2. Demonstrates competency in technical skills, work quality, and application of professional and firm standards.
3. Meets time constraints and client deadlines.
4. Participates in planning and scheduling client engagements.
5. Directs and instructs staff accountants, where applicable, in work to be performed and work paper review.
6. Suggests client-planning ideas to the supervisor, manager, or shareholder.
7. Prepares routine correspondence to client for approval and signature of an owner.
8. Performs the broadest range of accounting tasks so that direct participation of the supervisors, managers, or owners is kept to a minimum.
9. Stays current with technical skills and stays abreast of technical changes.

### **Education, Experience and Skills Required:**

1. Bachelor's or Master's degree in accounting with an overall GPA of 3.0, or equivalent accounting experience.
2. CPA certificate CPA exam-eligibility desirable.
3. At least three (3) years experience in public accounting, demonstrating a progression in complexity of auditing and accounting tasks and tax knowledge.
4. Be familiar with GAAP and GAAS principles.
5. Minimum of twenty (20) hours of continuing professional education (CPE) is required each year, with one hundred twenty (120) hours of CPE required every three years.
6. If licensed, should be a member in good standing with the American Institute of Certified Public Accountants.
7. Proficiency in use of computers, accounting and tax software programs, spreadsheet software programs and ten-key calculator.
8. Well-rounded knowledge of accounting principles and/or income taxes.
9. Ability to communicate clearly and concisely in English.
10. Ability to maintain client confidentiality.