

**Audit Staff Accountant I**  
**Posted June 2010**

Williams-Keepers LLC (WK), Central Missouri's largest public accounting firm, seeks an Audit Staff Accountant I. The preferred office assignment is for the firm's Jefferson City location.

This is a professional, salaried position with growth opportunities. The position offers a competitive benefits package, including health and dental insurance, company-paid life and disability insurance, a 401(k) plan/profit sharing plan, cafeteria plan options and four (4) weeks of paid time off annually. Additionally, annual membership dues for professional associations and costs for continuing professional education courses are paid.

The Audit Staff Accountant I will work as a member of WK's audit team in the execution of services provided to the firm's clients. Tasks include, but are not limited to, application of accounting principles and auditing procedures to client engagements, preparation of work papers and recommendations for those engagements and demonstration of the ability to work independently as well as in a team-oriented environment. Adherence to firm and client confidentiality is also required.

Flexibility with regard to work hours, changing assignments and the nature of work performed is necessary. There are periods during the year when hours in excess of a traditional 40-hour work week are required.

A minimum of a bachelor's degree in accounting from an accredited four-year institution is required. Preference is given to candidates who possess a master's degree in accounting, are either eligible to sit for the CPA exam or have passed all or parts of the CPA exam and demonstrate knowledge of basic accounting principles and proficiency in related computer software, as acquired through coursework or other training.

The successful candidate will demonstrate superior communication skills, attention to detail and the ability to complete work within established deadlines. Work is performed under supervision and responsibilities may increase with demonstrated skill.

For a more detailed job description, please visit [www.williamskeepers.com/careers\\_jobs.html](http://www.williamskeepers.com/careers_jobs.html).

The final candidate will undergo a drug screening, background check and credit check prior to employment. Please send a cover letter and resume to [resumes@williamskeepers.com](mailto:resumes@williamskeepers.com). No phone calls, please.

## **Job Description – Audit Staff Accountant I**

**Definition:** The candidate who fills the position of Audit Staff Accountant I is an entry-level associate who possesses an educational background in auditing, accounting and financial statement preparation as well as superior communication skills. Applicable experience might also be acquired through an internship or part-time employment in auditing, accounting finance or a related field. Work is performed under close supervision. Responsibilities increase with demonstrated skill.

This is a professional, salaried position with growth opportunities. Flexibility with regard to work hours, changing assignments and the nature of work performed is necessary. There are periods during the year when hours in excess of a traditional 40-hour work week are required.

**Reports to:** Audit Supervisor

### **Essential Functions**

An Audit Staff Accountant I is responsible for successful completion of assignments made by their superiors, including the following tasks.

- Preparation of clear, concise work papers that have definitive conclusions and follow documentation standards.
- Preparation of meaningful and well-written recommendations for inclusion in client correspondence and the audit file.
- Application of accounting principles and auditing procedures to client engagements.
- Work on low- to medium-risk areas of audit and/or accounting engagements.
- Effectively complete other tasks as assigned by his/her supervisor(s).
- Effectively communicate with client personnel and co-workers.

### **Performance Expectations**

An Audit Staff Accountant I is expected to:

- maintain client and firm confidentiality;
- follow regulations and professional ethics of the American Institute of Certified Public Accountants (AICPA) and Missouri Society of Certified Public Accountants;
- be familiar with the pronouncements of the Financial Accounting Standards Board and the AICPA, such as the Statements on Auditing Standards;
- demonstrate the ability to thoughtfully evaluate audit evidence, formulate an appropriate decision and document that process in audit work papers;
- demonstrate the ability to formulate alternative solutions to problems;

- anticipate problems and issues and keep co-workers, including superiors, informed of engagement status;
- effectively apply information technology tools in assigned areas;
- demonstrate efficient work habits – work must be accurate, organized and completed promptly;
- develop positive working relationships with all clients and co-workers;
- exhibit effective communication and listening skills;
- act professionally at all times and foster an environment of teamwork; and
- comply with firm practice management procedures and systems, as outlined in the the firm’s Associate Handbook.

### **Professional Development**

An Audit Staff Accountant I is expected to develop professionally by:

- displaying progress toward completion of the CPA certification, as applicable;
- participating in continuing professional education and firm activities;
- preparing for assignments by reviewing work papers and other resources;
- exhibiting superior written and verbal communication skills, as well as public presentation skills; and
- accepting additional responsibility as assigned.

### **Educational Requirements**

Minimum of a bachelor’s degree in accounting from an accredited four-year institution is required. Preference is given to candidates who:

- possess a master’s degree in accounting;
- are either eligible to sit for the CPA exam or have passed all or parts of the CPA exam; and
- demonstrate knowledge of basic accounting principles and proficiency in related computer software, as acquired through coursework or other training.

### **Other Requirements**

The final candidate will undergo a drug screening, background check and credit check prior to employment.

### **Working Conditions**

Minimal safety hazards, general office conditions.

### **Additional Information**

Every associate works for Williams-Keepers LLC, not only for a specific supervisor or department. Accordingly, associates are expected to act in the best interests of the firm, even if doing so requires actions not listed in the above job description. This job description is provided for informational purposes only and is subject to revision by management when client service needs change.