

**Job Title:** Senior Accountant - Audit  
**FLSA Status:** Exempt  
**Department:** Audit  
**Reports To:** Audit Manager or Audit Partner

**Summary:** Provide clear guidance and training to other staff accountants and effectively delegate tasks. Often lead one or more team members, instruct them on work to be performed, review the work done, and direct necessary revisions. This position is responsible for organizing, conducting, reviewing, and evaluating the work on engagements that provide general audit input and evaluate business processes and functions for effectiveness, internal control adequacy, accuracy of financial records, and efficiency of operations. An individual at this level makes decisions on all but the most unusual accounting matters and accepts all responsibility for routine engagements. Performance is judged on the quality of work, application of accounting knowledge, and ability to meet time constraints.

**Billable Hours Goal:** 1500  
**Annual CPA CPE Requirement:** 40

**Essential Functions:**

- Perform all essential duties of a Staff Accountant and/or In-Charge Accountant in Audit.
  - Perform all aspects of client fieldwork relating to auditing engagements under the direct supervision of senior team members and above.
  - Possess and apply a solid understanding of accounting principles as they relate to individual client assignments.
  - Possess a general understanding of various services the firm provides and articulate them to clients.
  - Prepare and index working papers.
  - Perform various procedures established under GAAP to verify accuracy and validity of client's financial matters.
  - Determine the extent of testing required in an audit and select the transactions to be tested.
  - Review, document, and test internal controls by evaluating compliance with Federal laws and regulations.
  - Develop, complete, and document fieldwork testing.
  - Participate in and document survey interviews with client management and staff.
  - Identify and document operational and control weaknesses and develop recommendations.
  - Participate in preparation of audit reports.
  - Conduct frequent internal communication to insure that owner or manager in charge, supervisor, and subordinates are informed of job status, problems, and additional service opportunities.
  - Develop one-on-one relationships with key client employees and become the main source of client interaction throughout the year for assigned engagements.
  - Develop a personal network to assist the firm in achieving practice development and marketing goals by identifying new business opportunities with existing clients.

In addition:

- Draft financial statements including notes to the financial statements.
- Direct and instruct other team members on engagements including the delegation of duties in work to be performed and working paper review.
- Attend functions and events that promote the firm with clients, potential clients, and peers.

**Job Qualifications:**

- Minimum of a Bachelor's degree in Accounting and 3-5 years of prior audit experience in public accounting, demonstrating a progression in the complexity, scope, and number of engagements managed.

- Demonstrates the ability to bring in new business.
- Certified Public Accountant or working towards certificate.
- Up to date continuing professional education.
- Proficient computer ability relative to administrative programs, spreadsheets, tax preparation software, trial balance software, time entry, word processing, and internet research.
- Knowledge of professional pronouncements such as FAS, SAS, GAAS, GAAP, GASB, and GAGAS.
- Ability to accurately analyze and reconcile accounting data.
- Ability to clearly document procedures and results.
- Strong interpersonal skills.
- Effective written and verbal communication skills.
- Organized and timely work habits.

**Essential duties of all professional team members:**

- Follow regulations and professional ethics of the AICPA and state society.
- Respond to existing client inquiries and requests within one business day.
- Assist in the planning of an engagement by drafting engagement letters, planning memos, setting up files and preparing confirmations,
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.
- Strive to attain realization goals.
- Conduct oneself in a professional manner at all times.
- Follow Firm procedures as outlined in employee handbook.
- Maintain confidentiality of the firm and its clients at all times.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- All other duties as assigned by management.

Every employee works for FredrickZink & Associates, PC, not for any particular supervisor or department. Accordingly, employees are expected to act in the best interest of the company, even if doing so requires actions or responsibilities not listed in the above job description.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**

I acknowledge that I have had the opportunity to review my job description, to discuss it with my supervisor, and clarify any area contained within. I understand that this job description is a general overview of my job responsibilities and that I may be asked to perform other duties from time to time as deemed necessary by management. I acknowledge that nothing contained within this job description changes my status as an employee-at-will or in any way restricts the Firm's right to terminate an employee or change their terms or conditions of employment.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature