

Abraham & Gaffney, P.C.

Job Description

Job Title: **Staff Accountant - Auditor**
Department: Audit

Reports To: Audit Manager:
Classification: Full-Time, Exempt

Basic Function

The Staff Accountant – Auditor will be responsible to provide accurate accounting of the client's financial position and assist in the process of engagements for clients through audit, journal entries and review. They are expected to communicate effectively both orally and written forms and work with others cooperatively.

Responsibilities

1. Perform engagements for clients that include but are not limited to audits, monitoring, fiscal management and reviews.
2. Collect various accounting data necessary to prepare journal entries.
3. Assist in the preparation of reports as required complying with financial reporting regulations.
4. Recommend enhancements to accounting systems to provide a more effective mechanism for processing accounting and financial information.
5. Follow and acknowledge firm's policies and procedures for effective client services
6. Understand and follow Generally Accepted Auditing Standards, common audit procedures and techniques and Generally Accepted Accounting Principles.
7. Perform other related duties as assigned.

Education/Training/Experience Required

1. Bachelor's Degree in Accounting or 150 hours with a major in Accounting
2. Master's Degree in Accounting is preferred
3. Knowledge of Microsoft Word and Excel
4. Prior accounting experience is preferred.
5. All candidates must be legally authorized to work for any employer in the United States.

Other Skills/Abilities

1. Strong verbal and written communication skills.
2. Maintain professionalism
3. Have knowledge of basic accounting functions including but not limited to Accounts Payable, Accounts Receivable, General Ledger, Adjusting Entries, Accrual Accounting, Bank Reconciliation, Payroll, etc.
4. Ability to multi-task individually and in group situations
5. Capable of working in demanding, deadline driven environments

Work Environment

1. Position is equipped with office material such as computer, phone, copier, fax, scanner, and all other office materials needed to perform job.
2. This is an exempt salaried position.
3. Overnight travel for clients, meetings, etc.
4. Daily transportation to and from clients using personal vehicle
5. Transportation of equipment to clients.

General Information

All job requirements are subject to revision to accommodate individuals with disabilities. This job description does not list all the duties for this position. You may be asked by the Audit Manager or other supervisory personnel to perform other duties. You will be evaluated based upon your performance of the jobs listed and on any additional duties given from the supervisors. Management has the right to revise this job description at any time. The job description is not a contract for the employment and continued employment remains on an “at will” basis.