

Audit Senior Job Description

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| Job Title: Audit Senior | Reports to: Partners & Managers |
| Job Summary: The Senior Auditor participates in and leads staff on audit engagements. The Senior Auditor is afforded the opportunity to undertake more challenging assignments, clients, staff responsibilities relating to auditing procedures. | |
| Salary Range & Benefits: Commensurate with experience, standard firm benefits | |
| Hours Required: 40 hrs + OT | |

Major Responsibilities & Duties:

- Lead client audit engagements, which include planning executing, directing, and completing financial audits.
- Begin to develop generally accepted accounting principles and SEC accounting and reporting rules, where applicable, and financial statement presentation.
- Obtain a thorough understanding of PCAOB and generally accepted auditing standards and common audit procedures and techniques.
- Supervise, train and mentor associates and interns on audit process.
- Research and analyze financial statement and audit related issues.
- Acquire a working knowledge of the client's business.
- Proactively interact with key client's management to gather information, resolve problems, and make recommendations for business and process improvements.
- Perform other job related duties as necessary.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Dedicated to superior client service.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- Minimum of 2 years of recent work experience as an auditor at a public accounting firm, demonstrating a progression in complexity of auditing and accounting tasks.
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).

Education and Licenses:

- Bachelor's degree with an emphasis in accounting.
- Advanced degree is highly desirable.
- CPA certification (active) preferred or working toward if not already obtained.

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