

Audit Staff Job Description

Job Title: Audit Staff	Reports to: Partners & Managers
Job Summary: The Staff Auditor is expected to acquire and develop competence, skills, and judgment in accounting principles and auditing procedures.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Become familiar with pronouncements of the Financial Accounting Standards Boards and AICPA.
- Become proficient at auditing financial statements for clients.
- Obtain exposure on the types of financial statement engagements offered by the Firm.
- Assume responsibility for various segments of audits under supervision.
- Be familiar with current accounting principles and auditing techniques.
- Execute day to day activities of audit engagements for multiple clients.
- Interact with clients to help audit team efficiency.
- Communicate auditing matters and problems to Senior Associates, Managers and Partners.
- Acquire a working knowledge of the client's business.
- Become oriented with Firm's practices, policies, and culture.
- Establish a Continuing Professional Educational program to include participation in training sessions, and reading and self-study programs, in preparation for supervisory role.
- Perform other 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:

- 0 -3 years of recent work experience as an auditor at a public accounting firm.
- Demonstrated knowledge of basic business, technology, or audit principles/standards.
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).

Education and Licenses:

- Bachelor's degree in Accounting or related field.
- Advanced degree is preferred.
- Actively working toward CPA certification, if not already obtained.

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