

## Chinese SEC Audit Senior Job Description

Job Title: Chinese SEC Audit Senior	Reports to: Partners & Managers
Job Summary: The Chinese 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:

- Fluent in Mandarin (Speak, Read, Write).
- Ability to travel to China (up to 80%).
- 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.