



SB & COMPANY, LLC
EXPERIENCE • QUALITY • CLIENT SERVICE

POSITION DESCRIPTION

Job Title: Audit Senior(s)

Summary of Responsibilities:

The Audit Senior reports to the industry or office Principal in Charge to general employment matters and to the Account Manager/Principal relative to matters pertaining to specific engagements. The Audit Senior must exhibit high standards of professional and social ethics and must accept full responsibility as the in-charge accountant for engagements of varying size and complexity to include, planning and coordinating the various phases of the field work, directing and reviewing the work of a number of assistants, and making decisions on all but the most unusual accounting and auditing matters. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervisory Responsibilities:

- Perform and supervise the broadest range of auditing, tax, and accounting issues from start to finish, oversee larger and more complex engagements, potentially one or more assignments simultaneously.
- Plan and coordinate the various phases of the fieldwork such as staff requirements, logistics, audit programs, and time budgets.
- Schedule, delegate, and review the work of one or more staff members, support on-the-job training, and evaluate their performance.
- Guide the decision making process on all but the most unusual audit and accounting matters.
- Ensure complete and timely engagement wrap-up to include preparation and/or review of financial statements and tax returns, schedule Principal and central reviews, may coordinate closing meetings with clients.

Audit & Accounting Responsibilities:

- Evaluate the client's internal controls, prepare an audit program outlining the extent of sampling required, schedule the engagement, and document approval by the Engagement Principal.
- Review working papers for accuracy and completion, financial statements for suitability of presentation and adequacy of disclosures, tax returns, and documentation of discussions with clients.
- Break down complicated tax returns into tasks for staff accountants to complete, review tax returns, and suggest client tax planning.
- Summarize engagement, make planning points for the next year, prepare management letters, draft reports, and prepare routine client correspondence.
- Follow the progress of the engagement, aid in clearing points, and resolve auditing and accounting problems.
- Coordinate and expedite the review of files by the Account Manager, Tax department, Audit & Accounting Principal and the Engagement Principal.
- Keep the Account Manager/Principal apprised of the progress of the engagement, consult with them on problem areas, review with them any significant audit findings, and recognize client service opportunities to follow-up on post fieldwork.

Development Responsibilities:

- Cultivate an increasing level of technical skills in auditing, tax, or management services, and consider the possibility of industry or service specialization.
- Keep current with Firm and State Board CPE compliance requirements.
- Develop a learning program to continually develop and expand knowledge and expertise through learning opportunities: on-the-job, in the classroom and through professional literature and associations.
- Increase participation in activities outside of the firm to further develop interpersonal and communication skills, with an awareness of practice development responsibilities.
- Actively seek opportunities to expand services to existing clients and develop new business.

Administrative Responsibilities:

- Promote and uphold the firm's policies and procedures, and become knowledgeable in the firm's services.
- Complete appropriate billing forms as a follow-up to the budgeting process.
- Prepare regular and timely staff evaluations.

Interpersonal Contacts:

- Communicate engagement problems, findings, and status to Account Managers and Principals.
- Coordinate and delegate the work of staff accountants and interns.
- Interface with client personnel to review audit and accounting findings, clarify results and encourage revised practices.
- Contact agencies and organizations by phone or letter to gather ancillary client information.

Industry Specific Duties and Responsibilities include the following. Other duties may be assigned.