



SB & COMPANY, LLC
EXPERIENCE • QUALITY • CLIENT SERVICE

POSITION DESCRIPTION

Job Title: Staff Auditor

Summary of Responsibilities:

Is given a wide variety of diversified accounting and tax assignments under the supervision of different professionals. Performance is judged based on the quality of work, application of accounting knowledge, and ability to meet time constraints.

Essential Functions:

- Becomes familiar with the firm's policies and procedures.
- Effectively communicates with client to receive information necessary to complete the engagement with a minimum of disruption to client.
- Understands the rules, regulations, and Code of Professional Conduct of the AICPA
- Attends and participates in professional education including in-house industry group meetings and participates in professionally sponsored training sessions.
- Progresses professionally by working toward passing the CPA exam as soon as possible.
- Uses the firm's software programs to automate the process from trial balance, financial statement, and the tax return. This may include using technology to link client's software with the firm's.
- Reconciles client records to trial balance, which may include analytical procedures, and performs schedule computations of prepaids, accruals, property, and equipment, and calculates depreciation expense.
- Performs other accounting, auditing, tax, and consulting duties as needed in engagements and as assigned by supervisory personnel.
- May be required to perform all phases of an engagement, including report writing and tax return preparation.
- Becomes familiar with pronouncements of the FASB, AICPA, and when assigned to governmental engagements, the GAO and GASB.
- Becomes proficient at preparing financial statements using the firm's software programs.
- Expected to provide ideas to improve client's systems and operation during the engagement.
- Involved in the engagement planning process.

Education, Experience, and Skills Required:

- Bachelor's degree in accounting or master's degree in accounting.
- Minimum of 60 hours of continuing professional education is required each year.
- Proficiency with computer, spreadsheet software program, and calculator.
- Well-rounded knowledge of accounting principles and personal income taxes.
- Ability to communicate clearly and concisely in English.
- Either holds a current and valid certified public accountant's license, or is working toward obtaining the license by taking and passing the applicable state CPA exam.