



Job Title: Senior Accountant
Department: A&A
Reports To: Professional(s) in Charge of Assignments

SUMMARY

Performs a wide variety of diversified accounting and tax assignments with minimum assistance within established budget. Performance is judged based on the quality of work, application of accounting knowledge, and ability to meet time constraints.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs diversified accounting, auditing and tax assignments under fee direction of Supervisor, Manager or Director.

Demonstrates competency in technical skills, work quality, and application of professional and Firm standards.

Meets time constraints and client deadlines.

Participates in planning and scheduling client engagements.

Directs and instructs less experienced Team Members, where applicable, in work to be performed and workpaper review.

Plans and determines the extent of test-checking required in an audit and selects the transactions to be tested.

Prepares and indexes workpapers and performs various procedures established under generally accepted accounting principles to verify accuracy and validity of client's financial matters.

Suggests client tax planning ideas to Supervisor, Manager or Director.

Prepares routine correspondence to client for approval and signature of a Director and writes comments for management letters.

Drafts reports including footnotes.

Performs the broadest range of A&A functions so that direct participation of Supervisors, Managers, or Directors is kept to a minimum.

Provides feedback to less experienced Team Member's performance.

Progresses professionally by working toward passing the CPA examination if not already attained.

Attends functions and events that promotes the Firm with clients, potential clients and peers.

SUPERVISORY RESPONSIBILITIES

Directs and trains less experienced staff accountants.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from four-year college or university and two to three years of related experience demonstrating a progression in complexity of auditing and accounting tasks and tax knowledge.

SPECIAL SKILLS

Computer skills, including Microsoft Word and Excel.

Good interpersonal skills.

Good organizational abilities.

CERTIFICATES, LICENSES AND CERTIFICATIONS

C.P.A. preferred.

Valid driver's license.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from clients.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, frequent same-day travel for work at a client's office, meetings and seminars using a personal vehicle. In addition, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Occasional overtime is required throughout the year. Heavy overtime work is required from February 1 through April 15, which may be in excess of 55 hours per week.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment changes with the client and the professional services provided for that client. A significant percentage of time will be spent indoors in an office atmosphere. Occasionally client work could be outside, in a warehouse, on factory floors, etc., if necessary.

OUTSIDE CONTACTS

Examples: Client personnel, government agency officials, and bankers.

Typical nature: Resolving issues, researching transaction discrepancies and follow-up on client satisfaction.