
Job description

staff auditor

Responsibilities of an Audit Associate include:

- Examine and verify financial accounts such as cash, accounts payable and fixed assets to underlying reports and source documents.
- Document all audit tests and findings by completing audit workpapers.
- Communicate audit progress, tests and findings to supervisor and act as liaison between supervising staff and the client.
- Improve compliance by recommending changes in management and accounting operation systems and internal control structure.
- Perform assigned tasks within budgeted time allotment

Requirements of Audit Associate include:

- Bachelors in Accounting
- Masters in Accounting/Assurance or Taxation or relevant degree
- CPA
- 1-2 years experience in Public accounting a plus

Skills required of an Tax Associate include:

- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Job Type: Full-time

Pay: \$55,000.00 - \$60,000.00 per year

Send resume to: mlazarus@hlbgravier.com