

Title: Semi-Senior Accountant
Department: Assurance & Advisory
Reports to: Assurance & Advisory Senior Manager, Manager or Supervising Senior
FLSA Status: Full time, Non-Exempt
Date Revised: June 2011

Summary:

Semi-Senior Accountants have demonstrated an ability to capably perform the functions of a staff accountant and to take on certain more complex tasks. Semi-senior accountants are given a wider 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:

1. Records transactions in ledgers, prepares trial balances and simple financial statements using computer software program.
2. Reconciles accounts to control accounts.
3. Performs schedule computations of accruals, property and equipment, and calculates depreciation expense.
4. Works effectively within given budgetary parameters; assist staff in prioritizing and managing their workload. Approaches projects with a sense of urgency and is completion orientated.
5. Performs audit or review procedures as assigned by supervisors.
6. Prepares payroll tax, sales or other local tax and certain personal income tax returns.
7. Performs other accounting, auditing and tax duties as needed in engagements and as assigned by supervisory personnel.

Nonessential Functions:

1. May be given senior level responsibilities of planning and scheduling engagements.
2. May be required to perform all phases of an engagement including report writing.
3. Punctually enters time and expenses to support efficient billing processes.
4. May supervise Staff accountants.
5. Such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to organize work and projects, prioritize and meet deadlines. Ability to complete work in an efficient and accurate manner.
2. Ability to reason and multi-task.
3. Proficiency in use of computers, spreadsheet software programs, and calculator.
4. Well-rounded knowledge of accounting principles and personal income taxes.

Supervisory Responsibilities:

1. May supervise Staff Accountants during engagements.

Working Conditions:

1. Frequent same day travel for work at clients' offices, meetings, and seminars using a personal vehicle.
2. Occasional out-of-town travel with overnight stay for work at clients, meetings, or seminars using a personal vehicle.
3. Occasional overtime work required throughout the year. Heavy overtime work required from January 1 to April 15, may be in excess of 55 hours per week.

4. Minimal Hazards. General office working conditions.

Minimum Qualifications:

1. Bachelor's Degree in Accounting or related field.
2. At least two (2) years of experience in public accounting.
3. Either hold a current and valid CPA's license, or be working toward obtaining the license by taking and passing the applicable state CPA exam.

Success Factors:

1. Ability to communicate clearly and concisely in English.
2. Proactively seeks knowledge, new task and responsibilities.
3. Cooperative and responsive to training, supervision and constructive feedback.
4. Maintains appropriate compliance with all Firm wide and local policies and procedures.

This job description does not list all the duties of the job. You may be asked by Partners, Managers or peers to perform, or assist in performing, other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date: November 4, 2011

Employee's Signature: _____

Employee's Printed Name: _____