

Title: Senior Accountant
Department: Assurance & Advisory
Reports to: Assurance & Advisory Manager (or in some cases, Partner)
FLSA Status: Full time, Non-Exempt
Date Revised: May 2011

Summary:

Senior Accountants perform most work assigned with a minimum of assistance. They often lead one or more staff and semi-senior accountants, instruct them in work to be performed, review the work done, and direct necessary revisions. Seniors are required to make decisions on all but the most unusual accounting and auditing matters.

Essential Functions:

1. Performs diversified accounting and auditing assignments under the direction of supervisor, manager or partner.
2. Demonstrates competency in technical skills, work quality, and application of professional and Firm standards.
3. Meets time constraints and client deadlines.
4. Builds client relationships and maintains smooth working relationship.
5. 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.
6. Participates in planning and scheduling client engagements.
7. Directs and instructs assistants, where applicable, in work to be performed and working paper review.
8. Determines the extent of test-checking required in an audit and selects the transactions to be tested.
9. Prepares and indexes working papers; performs various procedures established under generally accepted accounting principles to verify accuracy and validity of client's financial matters.
10. Prepares routine correspondence to client for approval and signature of a Partner; writes comments for management letters.
11. Drafts reports including footnotes.
12. Performs the broadest range of accountant tasks so that direct participation of supervisors, managers, or Partners is kept to a minimum.

Nonessential Functions:

1. Punctually enters time and expenses to support efficient billing processes.
2. Reviews and monitors staff time.
3. Prepares other reports, projects and duties as may be assigned.
4. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

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

Supervisory Responsibilities:

1. Supervises one or more staff and semi-senior accounts on assigned engagements and instructs them in work to be performed
2. Reviews work done and directs necessary revisions.

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. At least three (3) years experience in public accounting, demonstrating a progression in complexity of auditing and accounting tasks and tax knowledge.
2. Bachelor's degree in accounting, or Master's degree in accounting.
3. Minimum of forty (40) hours of continuing professional education is required each year.
4. 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.
5. If licensed, should be a member in good standing with the AICPA.

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, Senior Managers, Managers, Supervising Seniors 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: May 25, 2011

Employee's Signature: _____

Employee's Printed Name: _____