

Job Description

TITLE: Audit Senior

CLASSIFICATION: Full-Time, Exempt

REPORTS TO: Supervising Seniors, Managers, and Partners

SUPERVISES: Staff Auditors, Paraprofessionals

SEND RESUMES TO: carcuri@louisplung.com

Summary of Responsibilities:

Audit seniors work under the general direction of Audit managers. Audit seniors direct work on client engagements in a variety of industries, assist on larger client engagements, and perform most work assigned with a minimum of assistance. They train and lead staff, instruct them in work to be performed, review the work done, provide feedback, and direct necessary revisions. Audit seniors are responsible for proper performance of fieldwork and reporting progress to supervisors, managers, and/or partners. They are involved in planning and completing audit engagements as well as preparing financial statements and suggesting improvements to internal controls. Audit seniors must have excellent organizational skills as they coordinate several engagements simultaneously while meeting set deadlines.

Estimated Years of Experience: 2-6 years

Performance Expectations:

- Performs diversified accounting, auditing, and other assignments with limited direction of supervisors, managers, or partners.
- Demonstrates strong communication to all levels of the firm with competency in technical skills, work quality, and application of professionalism.
- Meets time constraints, budgeted goals, and client deadlines established by prior planning and scheduling.
- Supervises and trains staff accountants or interns, where applicable, in work to be performed and working paper review.
- Determines the sample size required in an audit and selects the transactions to be tested and communicates this to the supervisor, manager, or partner.
- Prepares and indexes working papers; performs various procedures established under generally accepted accounting principles to verify accuracy and validity of client's financial matters.
- Analyzes internal controls of clients and writes comments for management letters.
- Drafts reports including notes to financial statements. Understands the link between the disclosure required and client activity to ensure financial statements are in accordance with GAAP.
- Developing relationships with clients and being the main contact on engagements while understanding what subjects should be discussed with managers or partners.
- Audit Seniors are expected to work with little supervision while delegating to staff, adhering to budget and deadlines, preparing reports, projects and other duties as assigned.
- Reviews work papers prepared by staff auditors.
- Maintains high professional standards.
- Participates in evaluations of staff.

Professional Development:

Audit seniors are expected to develop professionally by:

- Demonstrating the ability to sell new services to existing clients and attract new business to the firm.
- Working with management on in-house training programs, including CPE and other presentations.
- Continuing participation in civic events in order to project the firm's image and attract new business.
- Learning to use and fully adopting new technology the firm introduces into the work environment.

Education, Experience, and Requisite Skills:

- Bachelor's degree in accounting or master's degree in accounting. A bachelor or advanced degree in another business discipline may qualify if it includes enough accounting credits to qualify for the CPA exam.
- Possession of a current and valid certified public accountant's license or be working toward obtaining the license by taking and passing the applicable state CPA exam.
- Ability to communicate clearly and concisely in English (oral and written).
- Pursuit of continuing professional education as established by the AICPA and applicable state society, averaging 40 hours annually.
- If licensed, should be a member in good standing with the AICPA and applicable state society.

Working Conditions:

- Frequent same-day travel for work at clients' offices, meetings, and seminars, using a personal vehicle.
- Occasional out-of-town travel with overnight stay for work at clients' offices, meetings, and seminars, using personal vehicle.
- Occasional overtime work required throughout the year. Overtime and Saturday work may be required from Mid-January through the end of April, as well as at other times throughout the year, depending on client needs.
- Minimal Safety Hazards: general office working conditions.

Employee Benefits:

In addition to their salaries, Louis Plung & Company (LPC) employees enjoy a variety of benefits, including:

- **Paid Time Off (PTO)** – The number of days increases incrementally with length of employment and any unused PTO days rollover and can be used in subsequent years.
- **Paid Holidays** – In addition to PTO, LPC offer nine paid holidays spread throughout the year.
- **401(k) Retirement Plan** – Fulltime employees are eligible to participate in our 401(k) plan after one year of service and receive an annual safe harbor contribution from LPC even if they choose not to defer any of their own funds to the plan.
- **Life Insurance** – LPC pays for a life insurance policy for every fulltime employee.
- **Health, Dental, and Vision Benefits** – LPC offers a variety of health, vision, and dentals plans and covers a significant portion of employee premiums.
- **CPA Study Materials** – LPC has partnered with study material companies to receive discounted rates and payment plans.
- **CPA Exam Bonus** – Upon receiving a CPA certificate, LPC employees earn a bonus.
- **Flex Hours Policy** – All salaried employees are eligible to earn additional "Flex Time" hours for meeting certain billable goals.
- **Social Committee** – This group plans fun events for the firm that take place after busy season.
- **LPC Cares** – LPC Cares is LPC's initiative for giving back to the local community. The firm organizes and participates in 3-5 volunteer events each year.
- **Mentoring Program** – Each LPC team member is assigned a mentor to help guide them through their goals and career development.

This job description does not list all the duties of the job. Audit seniors may be asked by partners, managers, supervisors, and/or other seniors to perform other instructions and duties. Audit seniors will be evaluated in part based upon their 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. Either the audit senior or the employer may terminate employment at any time, for any reason.