

## **JOB ANNOUNCEMENT – SENIOR LEVEL ACCOUNTANT**

**Lutz and Carr CPA's, LLP**  
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### **SENIOR LEVEL ACCOUNTANT:**

The senior accountant manages multiple client audit engagements often concurrently with the effective use of project management techniques and organization of resources to ensure achievement of assignment objective while reporting to several partners. Each senior accountant is responsible for performing a detailed review of the engagement team's work to ensure quality, thoroughness and completion of assignment tasks within agreed timeframes. In addition, they will review and audit business transaction cycles including cash, treasury, capital expenditures and other income and expenses. The senior accountant prepares financial statements including footnotes and supplemental information and drafts other client reports. The senior accountant is also responsible for preparing and reviewing work papers to adequately document work performed and support conclusions reached. Senior accountants are responsible for building and nurturing strong working relationships with client management and peer client levels.

In addition, senior accountants are expected to:

- (1) Be proficient with the firm's policies and procedures.
- (2) Understand the rules, regulations and code of professional conduct of the AICPA.
- (3) Regarding financial statement engagements the senior accountants are expected to:
  - (a) Be proficient with pronouncements of the FASB, AICPA, and when assigned to governmental engagements, the GAO and GASB.
  - (b) Be proficient at preparing, managing and leading financial statement audits.
  - (c) Have a strong understanding of the types of financial statement engagements offered by the firm.
  - (d) Have responsibility for unaudited financial statement engagements or segments of audits under the supervision of more experienced staff.

### **SKILLS:**

- (1) Demonstrates knowledge of accounting systems.
- (2) Ability to coach, motivate and direct a team of staff employees.

- (3) Excellent verbal and written communication skills.
- (4) Work well under pressure and within a team environment while being able to meet deadlines with accuracy.
- (5) Demonstrate excellent analytical, organizational and problem solving skills.
- (6) Strong team player and active participant within the firm.
- (7) Ability to manage multiple engagements and competing priorities in a fast-paced environment.

**REQUIREMENTS:** BA/BS degree or Master's degree in accounting and/or advanced MS degree from an accredited college/university. 3 - 5 years of related audit experience in a small to medium public accounting firm. Previous non for profit experience highly desired. CPA preferred.