



## AUDIT ASSOCIATE JOB DESCRIPTION

### JOB SUMMARY:

The Audit Associate is responsible for learning and applying technical skills and working as part of a team carrying out audit tasks under close supervision of Audit Seniors and Audit Managers.

### RESPONSIBILITIES:

- Actively develops technical skills on the job and through formal training.
- Builds strong working relationships with clients and MWA staff members
- Effectively documents work.
- Identifies and communicates engagement issues as well as engagement progress in a timely and organized manner.
- Takes initiative to research new audit and accounting concepts encountered
- Works as an effective team member to complete project components and assigned tasks, including:
  - Completing segments of audits, compilations and reviews.
  - Participating in the preparation of financial statements, footnote disclosures and management letter comments.
  - Assisting with engagement administration including audit programs, budgets and engagement letters.
  - Preparing Form 990 information returns for nonprofit organizations.

### SKILLS:

- Strong organizational skills and attention to detail.
- Solid analytical, technical and research skills.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Excellent knowledge of common office software and comfortable learning new programs.
- Committed to seeing assignments through to completion.

### QUALITIES – The MWA Way:

- Be kind.
- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.



## **EDUCATION AND EXPERIENCE:**

- Bachelor's or Master's degree in Accounting as of the start of employment.
- CPA certification (or actively working/planning to obtain certification).
- CPA firm internship a plus.
- Up to 3 years work experience in a public accounting firm.
- Basic knowledge of GAAP, generally accepted auditing standards and common audit procedures.
- Proficiency in Microsoft Office software programs.

## **ABOUT MWA:**

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms, high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicago for associations, foundations and charitable organizations.

At MWA, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

## **HOW TO APPLY:**

Interested candidates should email their resume to [info@mwa.cpa](mailto:info@mwa.cpa) with Audit Associate Job Application in the subject line.