



AUDIT SENIOR JOB DESCRIPTION

JOB SUMMARY:

The Audit Senior reports to the Audit Manager and/or Audit Partner and is responsible for organizing and managing client engagements and projects including the completion of engagement tasks and project components.

RESPONSIBILITIES:

- Project manages one or more client engagements simultaneously, ensuring the overall success of each project.
- Acquires strong working knowledge of client's business.
- Builds strong working relationships with clients to gather information, resolve problems and to sell/cross-sell products or services.
- Effectively documents work.
- Identifies, communicates and solves engagement and technical issues as well as communicating engagement progress in a timely and organized manner.
- Assists in identifying business development opportunities and in developing new business proposals, budgets and fee quotes.
- Assists in preparing billings and in collections.
- Supervises, trains and mentors Audit Associates.
- Works as an effective team member to successfully complete engagements including:
 - Preparing financial statements, footnote disclosures and management letter comments.
 - Assisting with engagement administration including developing audit programs and customized procedures, budgets and engagement letters.
 - Establishing work schedules using effective project management techniques.
 - Researching and analyzing financial statement and audit related issues.
 - Reviewing and preparing Form 990 and related tax returns.

SKILLS:

- Strong project management, organizational skills and attention to detail.
- Strong analytical, technical and research skills.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics with recommended solutions.
- Committed to seeing engagements through to completion.



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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.
- CPA certification and active license (or actively working to obtain certification) preferred.
- 3+ years audit experience in a public accounting firm
- Experience conducting nonprofit audits. Experience conducting ERISA audits and single audits a plus.
- Understanding of Form 990 and related tax returns preferred.
- Thorough understanding of GAAP, generally accepted auditing standards, internal controls and complex audit procedures and techniques.
- Proficiency in Microsoft Office software programs, QuickBooks, ProSystem fx Tax, Engagement and GoFileRoom software (or equivalent software).

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 and 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 careers@mwa.cpa with "Audit Senior Job Application" in the subject line.