

## JOB DESCRIPTION

Position Title:	<u>Senior Accountant</u>	Date:	12/04
Report To:	<u>Manager, Sr. Mgr., Partner</u>	Job Code:	
Department:		FLSA Status:	<u>Full-time, Exempt</u>

### Summary of Responsibilities:

The senior accountant is responsible to the manager, senior manager or partner responsible on the engagement to which assigned. The designation "senior accountant" describes a function on a particular job and is not a permanent title. Staff accountant must pass the CPA exam and have two years of professional experience to be promoted to tax or audit senior.

### Essential Functions:

1. Assisting in planning the engagement and securing the responsible partner approval for the detail plan before starting the job.
2. Supervising and reviewing work of assigned staff accountants.
3. Providing performance evaluations for staff members being supervised.
4. Maintaining good relations with clients.
5. Performing some of the more difficult procedures related to the engagement.
6. Satisfying oneself that the workpapers, reports, tax returns, and other required data are complete and prepared in accordance with the Firm policy and professional standards.
7. Discussing all potential audit problems or management advice considerations with the manager, senior manager or responsible partner before discussing them with a client.
8. Clearing all basic decisions with the manager, senior manager or partner responsible.
9. Notifying the manager or senior manager promptly of all important matters affecting the Firm's work or report.
10. Keeping the manager, senior manager or partner responsible informed of the progress of the job.
11. Being sure that all required engagement deadlines can be met notifying the manager, senior manager or partner responsible in time to take necessary action if this is not possible.
12. Assuming full responsibility for the day-to-day conduct of the field work and spending as much time in the field as is required when applicable.
13. Perform all "in-charge" functions of one engagement at a time.
14. Minimum of forty hours of continuing professional education is required each year to maintain and develop technical and business skills.
15. Participates in career development program to improve managerial, communication, and interpersonal skills.

### Quality:

This position has the responsibility to be familiar with the firm's Accounting, Auditing & Attestation Quality Control Policies & Procedures (the QC plan) and comply with them to the fullest possible extent.

### Working Conditions:

1. Frequent same day travel for work at client's 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 15 to April 15; may be in excess of 55 hours per week.

**Required:**

1. Bachelor's degree in accounting from an accredited college.
2. Proficiency in use of computers, computer accounting software, and tax software programs.
3. CPA license
4. Two years experience as a staff accountant

**Desired:**

1. Masters degree in accounting
2. Five plus years experience as a staff accountant

This job description does not list all the duties of the job. You may be asked to perform other instructions and duties. You will be evaluated in part based on your performance of the tasks listed in this job description. The firm's 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 firm may terminate employment at any time, for any reason.