

Assurance Associate

Location: R & A CPAs, Tucson, Arizona

Job Summary:

As an assurance associate you will perform assigned responsibilities on compilation, review, and audit engagements for a variety of clients, under the direction and supervision of a senior assurance associate and/or assurance manager. You will work alongside a supportive team that will provide guidance, feedback and learning opportunities. You must be committed to providing excellent client service and quality professional work. You will also work to support the Firm's mission, vision and values by exhibiting competence, teamwork, innovation, respect, personalization, commitment, and accountability.

Education Requirements:

- Undergraduate degree in Accounting or Finance
- Masters in Accounting a plus, but not required

Qualifications:

- CPA or CPA eligible preferred
- Team player with professional work ethic
- Commitment to outstanding customer service
- Strong problem solving and analytical skills
- Proficiency in Microsoft Office and Windows applications
- Excellent communication skills, oral and written
- Strong organizational and time management skills
- Ability to manage multiple tasks/deadlines
- Demonstrated ability to complete own work within tight deadlines
- Ability to work additional hours as needed and travel to various local client sites

Responsibilities:

- Adhere to the highest degree of professional standards and strict client confidentiality
- Assist in completing a variety of client engagements
- Research various audit and accounting matters
- Apply technical knowledge of US GAAP and AICPA rules, requirements and code of conduct in order to complete client engagements
- Consistently demonstrate a commitment to providing excellent client service
- Work closely with engagement seniors, managers and partners to manage expectations and ensure deadlines are met
- Attend professional development and training sessions
- Assist with firm recruiting and retention activities
- Represent the firm within the community
- Contribute to the firm's success through various other job-related duties as initiated, requested or required