

Senior Assurance Associate

Location: R & A CPAs, Tucson, Arizona

Job Summary:

As a Senior Assurance Associate, you will utilize your prior 2 to 4 years of audit, compilation and review experience to perform assigned duties on engagements under the direction of the assurance manager and/or partner. Your thorough understanding of US GAAP will enable you to perform detailed planning and management of client engagements, direct and supervise staff personnel and review workpapers. You will also be responsible for the detailed planning and supervision of client engagements, direction and supervision of staff personnel and preliminary review of workpapers. 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 excellence, competence, teamwork, collaboration, 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
- 2 - 4 years of prior audit or financial reporting experience in medium to large public accounting firm or a combination of corporate and public accounting experience; Big 4 experience a plus
- Strong analytical, technical, and auditing skills including proficiency in US GAAP, GAAS, and GAGAS rules and standards
- Ability to manage and develop staff in a highly interactive team environment
- Team player with professional work ethic
- Team leader, ability to lead by example
- Commitment to outstanding customer service
- Proficiency in use of technology, including Microsoft Office products and online accounting research tools, to accomplish tasks and manage engagements
- Excellent verbal and written communication skills, including the ability to translate complex accounting issues into simple terms to enhance client understanding
- Strong organizational and time management skills
- Ability to manage multiple tasks/deadlines
- Ability to manage project timelines, coordinating others' work and completing own work within tight deadlines
- Strong leadership, business development, recruiting, training, coaching, and mentoring skills, coupled with excellent interpersonal, and presentation skills
- 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
- Direct and monitor multiple client service teams on client engagements in a wide variety of industries; plan, execute, direct, review and complete engagements
- Develop, train, and mentor staff on engagements and assess engagement performance
- Research and consult on various accounting matters
- Apply technical knowledge of US GAAP and AICPA rules, requirements and code of conduct in order to complete engagements
- Maintain active communication with clients to manage expectations, ensure satisfaction, make sure deadlines are met, and lead change efforts effectively
- Consult, work with, and service clients to make recommendations on business and process improvement and serve as a business advisor to client
- Work closely with partners, managers, and staff to integrate practice development skills into a team approach to client service and new business development
- Maintain strong client relations and cross-sell services within the assigned group of clients
- Contribute to future business generation by identifying new business opportunities through networking
- Coach associates in developing and achieving goals and objectives for performance and professional development.
- Assist in preparing 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