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MGT 532

Auditor Job Advertisement

Mission

YHY accounting firm, a regional leading accounting firm, is currently recruiting for an outstanding candidate to join the audit team. The quality and unique services we deliver help establish efficiency and effectiveness in the business world. We hope our business partners can grow their business as a result of our righteousness services. YHY will provide necessary training and experience that will help to start your career. You will work under an assigned mentor who will guide you to discover your potential and hidden talents. We hope to be the unforgettable past when you have achieved your career goals.

Auditor position

This Audit Staff position is an entry-level position. The employee will work with various types of clients, and provide them with accurate and reliable financial consultation and financial assistance. This position can be full-time, part-time, or internship, depending on the preference of the applicant. The audit staff will report to the department manager on a regular basis and will perform assigned tasks.

Description

Conduct financial and risk management audits that includes reviewing the accounts of companies and organizations to ensure the accuracy and reliability of the financial records and statements. Take the advisory role to generate reports and alternatives for possible improvement for the clients. Work in the audit department with other auditors and under this challenging environment, examine financial statements and resolve tax issues. Report to department supervisor in a timely fashion.

Job Requirements

* Minimum a bachelor degree in accounting is required; a master degree in accounting is a plus.
* Certified Public Accounting license is preferred.
* Minimum an Internship experience related to accounting is required; 1 year full-time experience is a plus.

Tasks

* Type/transcribe letters, notes, and report from handwritten material or dictate copy to produce final copy, using word and excel program.
* Assemble audit reports in accordance to the reporting standard of the CPA organization.
* Examine financial statements, research tax questions, ensure the records are accurate and reliable.
* Calculate clients’ finances to determine tax liability, through utilizing interest and discount rates, annuities, valuation of stocks, bonds, and assets.
* Perform regular items check to ensure that the asset of clients is recorded correctly and disposed correctly.
* Continue other staff’s work if they were absent for certain reasons.
* Report to senior staff about audit results, changes in operations of clients’ firms, and financial activities.
* Compare and contrast the current audit work with previous work and document the changes.
* Resolve questions of misunderstanding and other accounting compliance from government staff.
* Meet up with potential clients to discuss about the accounting work they want.
* Package mails and documents, then mail through post office.
* Communicate with delivery companies regarding documents delivery service and delivery schedules.
* Deliver urgent documents to the clients directly.
* Contact clients as questions, doubts, or errors occurred during the audit process.

Knowledge

* Accounting – Knowledge of principles and methods for performing accounting, auditing, taxation work.
* English language – Knowledge of the structure and content of English language.
* Accounting Software – Knowledge of Microsoft Office software and Accounting software(QuickBooks).
* Accounting Regulations – Knowledge of accounting laws and policies regarding the local community, States, and country.
* Mathematics – Knowledge of mathematical components and equations.

Skills

* Communication – Giving full attention to what clients’ preferences, requirements, and goals they would like to achieve through the financial service.
* On Time – Managing one’s own time and work load.
* Public Speaking – Talking to diverse groups of clients and co-workers to convey information effectively.
* Observant – Identifying problems occurred in the financial statements and accounting/tax work.
* Negotiation – compromise with clients, government entities, and achieve a common understanding and common ground.

Abilities

* Problem sensitivity – Ability to proofread and correct work, identify financial problems and generate a solution.
* Mail Procedure – Ability in the understanding of mailing procedure and process.
* Compassion – Ability in understanding clients’ situation and perspective.
* Reporting – Ability in understanding of the accounting reporting standard and able to report to audit managers in a timely fashion.
* Customer Relation Management – Ability to update most current information about the clients and maintain relationship with them.
* Independent – Ability to work independently and handle multiple assignments in a fast-paced environment.
* Teamwork – Ability to work in a team-oriented environment, and work productively with other assigned members.