



# ANTHONY BRUNSON P.A.

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

## Job Description – Audit Senior

Anthony Brunson P.A. is actively recruiting for two (2) experienced Audit Seniors to join its auditing team. We are a full service certified public accounting firm, with extensive experience across a broad range of industries. Our team is comprised of committed professionals with distinctive industry knowledge and the passion to provide exceptional service and serve as our client's most valuable resource. Our tagline says it all: "We are client focused and solution driven."

Please submit your resume to [info@abcpasolutions.com](mailto:info@abcpasolutions.com).

## Job Summary:

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

*Supervisory Responsibilities: Supervises work of Staff Auditor.*

## Duties/Responsibilities:

- Project manages one or more client engagements simultaneously, ensuring the overall success of each project.
- Builds strong working relationships with clients to gather information, resolve problems and recommend additional value propositions.
- Analyzes financial data, making recommendations as appropriate to improve accuracy, efficiency, and to reduce costs.
- Effectively document audit workpapers.
- 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.
- Supervises, trains and coaches Staff Auditors.
- Works as an effective team member to successfully complete engagements including:
  - Preparing financial statements, footnote disclosures and management letter comments
  - Assisting with engagement administration and customized procedures based on audit engagements.
  - Establishing work schedules using effective project management techniques
  - Researching and analyzing financial statement and audit related issues
- Demonstrates a working knowledge of and stays current on developments in accounting literature, including those specific to assigned industries.
- Performs other related duties as assigned.

## Required Skills/Qualities:

- Ability to balance multiple priorities and complete assignments while adhering to deadlines.
- Demonstrated supervisory experience, along with strong communication skills both written and verbal.
- Excellent organizational skills, accuracy, and attention to detail.
- Strong analytical, technical and research skills
- Dedicated to providing personalized attention and service.



### Miramar Office

3350 SW 148<sup>th</sup> Avenue | Suite 110  
Miramar, FL 33027  
(954) 874-1721

CLIENT FOCUSED: SOLUTION DRIVEN

[info@abcpasolutions.com](mailto:info@abcpasolutions.com)

### Miami Office

801 Brickell Avenue | Suite 800  
Miami, FL 33131  
(305) 789-6673

**Education and Experience:**

- Bachelor's degree in Accounting, Finance, or related discipline required.
- CPA certification and active license
- Minimum of 3 years audit experience in a public accounting firm, with some non-profit audit experience.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP), generally accepted auditing standards, internal controls and complex audit procedures and techniques.
- Proficiency in Microsoft Office software programs

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.