



Senior Auditor/Accountant

Location: Albany, Oregon
Reports To: Firm Partners
Status: Full-Time (Exempt)

At Accuity, LLC, our reputation is built on a commitment to our clients' success, as well as the broad success of our local community. We take great pride in the quality of services we offer clients, and how, through dedicated strategic planning, we are helping to build our local business community...one success at a time.

Accuity, LLC offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a generous benefits package including 100% employer paid health insurance for the employee, 401(k) retirement plan, paid time off and holidays.

Position Summary

The Senior Auditor/Accountant is responsible for performing general audit and accounting functions. The Senior Auditor/Accountant must possess strong time management and analytical skills, attention to detail, and solid communication abilities. This position ensures the accurate preparation of financial statements and tax returns as well as analysis and reporting of accounting data and acts as liaison between the company and clients in providing the required information and ensuring that proper information is maintained. Remote work options available.

Primary Responsibilities

The essential functions include, but are not limited to the following:

- Perform validation test and other auditing procedures in accordance with approved audit programs
- Prepare working papers which adequately document audit test and procedures and which substantiate conclusions reached
- Prepare audit findings and develop recommendations
- Draft financial statements and related disclosures for attest engagements (e.g. audit, review, compilation)
- Supervise staff accountant(s) and review related work
- Prepare client financial statements (e.g. monthly and quarterly financial reports)
- Prepare Federal, state and local income, business, and non-profit tax returns from financial records of clients
- Perform basic accounting and payroll procedures (e.g. A/R, A/P, G/L, payroll and tax payments) for clients
- Perform month end and quarterly closing (e.g. balance sheets, income statements and cash flow statements) for clients
- Analyze and reconcile general ledger accounts in conjunction with preparing monthly and quarterly reports for management and clients
- Assume responsibility for various segments of governmental and not-for-profit clients under supervision
- Perform other duties as necessary

Qualifications

- Bachelor's degree in Accounting, Finance, Business or related field preferred
- CPA preferred
- 3+ years progressive audit experience in public accounting or similar work environment (Governmental audit experience a plus)
- Demonstrated knowledge of basic business, technology, and audit standards
- Strong organization, oral and written communication skills
- Ability to work independently and manage multiple projects and deadlines
- Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with accounting software and general ledgers
- Analytical skills with particular attention to detail
- Proficient with the preparation of individual, business, and nonprofit tax returns
- Excellent written, verbal, and interpersonal communication skills
- Critical thinking and ability to evaluate a situation, research options, and present optimal solutions
- Willingness to travel as required

Compensation: Dependent upon experience. Excellent benefits package offered, including 100% employer-paid medical, dental and vision insurance for the employee, 401(k) retirement plan, paid holidays and a generous paid time off plan.

To apply: All qualified applicants interested in this position are encouraged to apply by emailing a resume, cover letter and list of three professional references to info@accuitycpas.com. Please include "Senior Auditor/Accountant" in the subject line. Position will remain open until filled. No calls please.

Accuity, LLC is an equal opportunity employer. Accuity, LLC is a drug- free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.