



**R.J. Augustine & Associates, Ltd., CPAs**

650 E. Algonquin Rd., Suite 300  
Schaumburg, Illinois 60173

P. 847-330-0400

## **STAFF AUDITOR**

Job Type: Full-Time

Position Type: First Level

Location: Office

Start Date: As soon as possible

### **About Us**

R.J. Augustine and Associates, Ltd., CPA's is a tax, accounting, audit, and management consulting firm located in Schaumburg, IL. Our rapid growth and increasing demands for our services has created a need for a highly motivated Staff Auditor who has a passion to serve and a hunger to thrive. We put the people before the numbers. R.J. Augustine & Associates has been awarded one of the 2022 "Best Places to Work in Illinois." We have achieved this by building a culture around achievement and teamwork and creating an environment that treats everyone as a member of the RJA family.

We are seeking a Staff Auditor to join our growing practice to perform audits, reviews and compilation engagements and prepare financial statements. Successful candidates will have experience with a paperless audit, preferably ProSystem fx Engagement.

### **Desired Qualifications**

- Bachelor's degree in accounting
- CPA License (or pursuit of CPA)
- 1-3 years of staff audit experience in public accounting and assisted in performing audit and review fieldwork
- A demonstrated knowledge of GAAP and GAAS
- Experience with manufacturing, employee benefits plans and non-profits a plus

### **Job Responsibilities**

- Performs detailed audit procedures on financial statement account balances; prepares and adjusts workpapers from client's trial balance
- Prepares workpapers and all necessary financial statements, related disclosures and reportable conditions letters with an eye on quality, thoroughness, accuracy and timeliness.
- Research accounting issues
- Recognizes potential problem areas in specific engagement sand discusses them with engagement supervisor
- Participates in the engagement planning process
- Performs other accounting, auditing, consulting and tax duties as needed in engagements and as assigned by supervisory personnel
- Assumes full responsibility, with supervision, for preparation fo compiled, audited and reviewed financial statements including footnote disclosures
- Assists with more complicated segments of audit and accounting engagements
- Evaluation of client internal controls and recommendations for improvement

- Keeping abreast of latest developments and ensuring professional development through ongoing continuing education
- Providing timely, high quality client service that meets or exceeds client expectations
- Keeping lines of communication open with staff and client
- Networking and business development

**Skills**

- Excellent oral and written communication skills
- A strong client service orientation
- The ability to meet deadlines and budget time efficiently

If your experience matches the qualifications of this position and you are interested in becoming part of the RJA Family, please contact Christine at (847) 262-4052 or email [cvanhauter@rjacpa.com](mailto:cvanhauter@rjacpa.com)