



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

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

P. 847-330-0400

## **SENIOR AUDITOR**

Job Type: Full-Time

Position Type: Senior

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 Senior 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 Senior Auditor to join our growing practice to perform audits, reviews and compilation engagements and prepare financial statements. As a member of an engagement team, you will not only prepare and review audit workpapers, but you will also participate in engagement planning and management and will only provide critical in-filed training for lower-level staff and progress professionally by accepting increasing levels of responsibility. Successful candidates will have experience with a paperless audit, preferably ProSystem fx Engagement.

### **Desired Qualifications**

- Bachelor's degree in accounting (required)
- CPA License (required)
- 2-5 years of senior audit management experience in public accounting performing audits and review fieldwork
- A demonstrated knowledge of GAAP and GAAS
- Experience with manufacturing, employee benefits plans and non-profits a plus

### **Job Responsibilities**

- Prepares all necessary financial statements, related disclosures and reportable conditions letters with an eye on quality, thoroughness, accuracy and timeliness.
- Evaluation of client internal controls
- 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
- Supervising audit associates on engagement teams
- Delegating audit section responsibilities to associates and reviewing work product they prepare
- Interview and documentation of client staff inquiries
- Documentation of control flow policies and procedures
- Generate internal control recommendations for improvement

- Monitoring and reporting the productivity of staff, and adherence to work plan schedules on each assignment
- Anticipating and addressing client needs and concerns
- Identifying opportunities to increase level and types of services to clients

**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)