

Senior Audit Associate Job Description

Duties and Responsibilities:

- Plan, develop strategies and supervise fieldwork team in all phases of an audit engagement
- Prepare financial statements and require disclosures in compliance with policy and regulations
- Perform planning, creating, and developing assignments
- Identifying and resolving assurance engagement
- Work closely with staff and partners on practice development and client management
- Perform reviews of clients for compliance with Uniform Guidance/Circular A-133
- Monitor engagement status and budget requirements for profitable and timely completion
- Research technical issues that arise during an engagement
- Develop and interact relationships with accounting staff, CFOs, and Controllers
- Train and manage teams (up to three members) with or without any experience
- Carry out private and public audits of financial statements in accordance with PCAOB and GAAP standards
- Help clients implement and test Sarbanes Oxley controls
- Listen to subordinates needs
- Carry out substantive audit procedures over various income statement and balance sheets
- Frequently perform analytical procedures to identify unusual or unexpected trends in relation to expectation and performance
- Conduct internal control test work and perform walkthroughs to ensure compliance with COSO framework
- Report issues immediately to the engagement team and collaborate to resolve them

- Communicate with audit senior management to create more efficient testing strategies using data.

Senior Audit Associate Requirements – Skills, Knowledge, and Abilities

- Possession of a degree in Accounting or its equivalent
- Must have strong technical accounting skills with proficiency in SSA, SFRS, ISA, and SFRS
- Must be able to lead and supervise projects
- Possess excellent communication and client service skills
- Have strong presentation, written, and verbal skills
- Should be able to manage multiple engagements and compete priorities in a suitable environment
- Willing to collaborate and build rapport effectively with others
- Showcase strong mentoring, recruiting, leadership, and training skills
- Have project management, organizational, and analytical skills
- Have strong computer skills
- Must be proficient in Microsoft Office Suite and audit preparation software
- Ability to work extra hours when such need arises
- Be willing to travel to different clients sites as needed
- Possess a minimum of 3 to 5 years of progressive audit experience
- Should reside and be able to work in the country where the organization is situated
- Should be productive in an inclusive and collaborative work environment
- Must have sound judgment regarding sensitive and confidential matters
- Have an excellent organizational, interpersonal, and communication skills
- Should be able to pay attention to accuracy and detail
- Possess good work ethic and the ability to work independently and as part of a team
- Have good interpersonal relationship skills
- Possess excellent critical thinking ability to provide the solution to challenges
- Excellent stress and time management skills

- Must possess great mental and emotional stability
- Possess strong ability to work under intense pressure
- Possess excellent psychological skills
- Must be able to demonstrate excellent social skills
- Ability to remain calm and patient when faced with challenging situations.