

R.J. Augustine & Associates CPA's, Ltd. is a tax, accounting, audit, and management consulting firm located in Schaumburg. Our rapid growth and increasing demands for our services has created a need for 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 **2021 "Best Places to Work in Illinois"** and has built a culture around achievement and teamwork, and has 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.

Qualified candidates should have 1 to 3 years of staff audit experience in public accounting and assisted in performing audit and review fieldwork, a demonstrated knowledge of GAAP and GAAS, a Bachelor's degree in accounting and a CPA, or pursuit of CPA is preferred. Experience with manufacturing, employee benefit plans and not-for-profits a plus. Successful candidates will have experience with a paperless audit, preferably ProSystem fx Engagement, excellent oral and written communication skills, a strong client service orientation, and, the ability to meet deadlines and budget time efficiently are mandatory.

Responsibilities include:

- 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 and related disclosures and reportable conditions letters, with an eye on quality, thoroughness, accuracy and timeliness.
- Researches accounting issues.
- Recognizes potential problem areas in specific engagements and 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 of 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 clients.
- Networking and business development.