

CULLEN & DANOWSKI, LLP
Audit Senior Position

Required Skills and experience requirements:

- Bachelor's or higher degree in Accounting
- Strong understanding of auditing
- At least 2-3 years auditing experience in a public accounting firm
- CPA certification preferred or progress toward obtaining CPA certification
- Highly detail oriented with strong organizational skills
- Ability to manage multiple projects, prioritize and meet deadlines
- Able to assist staff with technical and professional issues
- Excellent communication (verbal & written) and interpersonal skills
- Ability to work cooperatively and collaboratively with all levels of staff, management and clients
- Ability to be analytical and problem solve
- Ability to recognize issues within the engagement process and keep the manager/partner timely informed
- Proficiency with e-mail and Microsoft Office applications
- Proficiency with Thomson Reuters programs including Advance Flow

Major Responsibilities:

- Responsible for the completion of the entire engagement under the direction of the manager/supervisor
- Responsible for senioring engagements within an engagement budget
- Delegate and review work for staff and within the engagement deadlines
- Ensure that all points are cleared prior to finalization of the engagement
- Maintain an open line of communication with manager/partner of all material engagement issues
- Assist in planning and documenting all phases of the engagement
- Be responsible for security and completeness of all electronic workpapers and files pertaining to the engagement
- Maintain an enhanced knowledge of auditing standards and regulatory compliance where applicable
- Maintain an enhanced understanding of the application of accounting principles
- Prepare financial statements & supporting schedules, reports (as applicable) in accordance with standards and regulations (intermediate level of understanding)

Competitive compensation package including:

- Excellent medical, dental, vision benefits as well as other ancillary benefits requiring no waiting period
- 401(k) Plan
- FSA
- Group Term Life Insurance
- PTO

Please submit resumes to our HR Manager, Kathleen Thieke at kat@cdllp.net