

Smith Marion & Co., LLP Job Description

ACCOUNTANT / AUDITOR

TITLE: Accountant / Auditor
CLASSIFICATION: Full-time or Part-time, exempt
REPORTS TO: Senior Accountants, Audit Seniors, Supervisors, Managers, or Partners

SUMMARY OF RESPONSIBILITIES

Accountants / Auditors are supervised by senior accountants / audit seniors. Initially, they are given less complex accounting and tax assignments. As they gain experience, they are given more difficult assignments and greater responsibilities.

ESSENTIAL FUNCTIONS

- Become familiar with and able to follow firm's policies and procedures.
- Understand the rules, requirements, code of conduct and standards of the AICPA, and the authoritative literature established by the FASB, GASB, and the PCAOB.
- Become familiar with pertinent IRC sections and regulations.
- Obtain a working knowledge of tax and accounting research techniques and the various research sources in the firm library.
- Obtain a working knowledge of firm technology, including the use of computers, email, and the Internet; the use of Microsoft Word and Excel, and firm tax preparation and time and billing software.
- Become proficient in the preparation of corporate, individual, partnership, fiduciary and other tax returns prepared by the firm.
- Assume responsibility for the completion of tax returns under the supervision of more experienced staff.
- Perform assigned audit procedures for specific accounts and transactions under the supervision of more experienced staff.
- Perform other duties as assigned by the senior accountants, managers, or partners.

WORKING CONDITIONS

- Involves work in the firm's office or on the client's premises. Works on the client's premises may require the use of the staff member's personal car.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours required.

EXPERIENCE / TRAINING

- Staff accountants normally have up to to three years experience in public accounting.
- Staff accountants must have at least a college undergraduate degree and must meet the requirements to sit for the CPA exam.
- Possession of strong organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with staff members and clients.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.