

## Smith Marion & Co., LLP Job Description

### **SENIOR ACCOUNTANT / AUDIT SENIOR / SENIOR TAX PREPARER**

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TITLE: Senior Accountant / Audit Senior / Senior Tax Preparer  
CLASSIFICATION: Full-time, exempt  
REPORTS TO: Supervisors, Managers, or Partners

#### **SUMMARY OF RESPONSIBILITIES**

Senior Accountants / Audit Seniors / Senior Tax Preparers can perform most engagements with little supervision. They direct and review the work of staff accountants and are capable of making decisions on most accounting, tax, and auditing matters. When unusual situations arise, they present the pertinent information to the engagement manager or partner and follow their advice.

#### **ESSENTIAL FUNCTIONS**

- Complete understanding and ability to follow the firm's policies and procedures.
- Possess technical knowledge sufficient to supervise staff accountants.
- Begin acquiring the skills necessary to develop quality client relationships and loyalty.
- Begin developing a command of pertinent IRC sections and regulations.
- Become proficient at tax, accounting, and auditing research including a knowledge of the reference sources available to the firm.
- Possess a working knowledge of firm technology, including the use of computers, email, and the Internet; and the use of Microsoft Word, Excel, and PowerPoint; and firm tax preparation and time and billing software.
- Evaluate the performance of staff accountants / auditor.
- Assume responsibility for the supervision of tax return preparation engagements.
- Plan, coordinate, and supervise the various phases of an audit engagement.
- Monitor in-house and external deadlines to ensure compliance.
- Perform other duties as assigned from time to time by the engagement managers or partners.

#### **WORKING CONDITIONS**

- Involves work in the firm's office or on the client's premises. Work 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 expected.

#### **EXPERIENCE / TRAINING**

- Senior accountants normally have a minimum of two years' experience as a staff accountant (or equivalent experience as deemed appropriate by the partners).
- Senior 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, supervisors, managers, and clients.

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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.