



**Job Title:** Assurance Senior Associate – Financial Institutions  
**Department:** Assurance  
**Reports to:** Assurance Manager/Senior Manager/Principal  
**Level:** Exempt  
**Last updated:** July 2021

### **Summary of Responsibilities:**

The Assurance Senior Associate will be responsible for seeing engagements through from start to finish and may require managing two or more engagements simultaneously. The Senior Associate will be assigned to financial statement audit engagements as well as a variety of consulting and advisory engagements for financial institutions, which could include internal audit, regulatory compliance, loan review, or other advisory services. This is a dynamic role with high expectations.

### **Essential Functions:**

- Possesses strong technical skills, maintains high attention to detail, provides for a high-quality work product, and ensures application of professional and firm standards
- Provides exceptional client service and ensures that all client deadlines are met
- Provides supervision and on-the-job training to team members assigned to engagements, offers guidance and direction, and gives constructive criticism of work papers
- Develops audit plan, budget, and staffing for each engagement
- Prepares first draft of engagement letters and works with clients on the engagement timeline
- Proposes scope of testing required in assurance engagements and selects the transactions to be tested
- Drafts financial statements, reports, management rep letters, and other required communications
- Performs consulting and advisory engagements for financial institutions as needed on engagements and as assigned by management personnel
- Sets individual goals that support departmental and firm goals
- Follow all professional standards, GAAP, GAAS, ethics, etc.
- Performs other duties as assigned

### **Education, Experience, and Skills:**

- Bachelor's degree in accounting from an accredited college or university
- Audit experience with intermediate IT skills preferred
- A minimum of 2-4 years of experience in the assurance area of public accounting



- Prior financial Institutions industry experience preferred
- Intermediate knowledge of Microsoft products, information systems architecture, information security and risk processes
- Complete assigned CPE or professional development courses as required annually
- CPA certification or in process

### **Expectations:**

- Respect and earn the respect of fellow team members
- Take ownership of identified processes and responsibilities
- Keep open communications with manager, team and leadership
- Perform work with confidence and pride, follow through to completion
- Dependable
- Make informed decisions – discuss with manager when needed
- Grow and learn from past mistakes
- Work in a safe, clean and employee friendly atmosphere
- Work personal/professional development plan
- Must have flexibility with work schedule
- Follow independence requirements
- Follow Firm policies and procedures

### **Working Conditions:**

- Minimal hazards
- General office working conditions
- Overnight and daily travel to and from client locations required
- Periodic evening and/or weekend work

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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