

Job Title: Assurance Co-Op
Department: Assurance
Reports to: Supervisor, Office Manager
Level: part time; non-exempt
Last update: July 2021

Role:

- To become acquainted with all areas of the Internal Support Department
- To learn the processes and software used by the Assurance Department
- To provide support that will allow our Partners, Principals, Managers and fellow team members to be successful
- To communicate with the IST group and support fellow team members

Primary responsibilities:

- Perform proof and math checks on assurance department financial statements and reports
- Process financial flow sheets
- Format and assembly of financial statements, proposals and other documents
- Assist client service teams with submission of confirmations and confirmation tracking sheets
- Input trial balances into Engagement, including mapping, for client service teams
- Assist client service teams with data analysis
- Format Power Point Presentations
- Format SAS 114 Letters
- Process binder completion checklist
- Format engagement letters
- Send email reminders

Secondary responsibilities:

- Process UPS (overnight packages) as needed
- Process outgoing USPS as needed
- Errands and requests from Partners and/or managers
- Scanning as needed



Expectations:

- To respect and earn respect of fellow team members
- Take ownership of identified processes and responsibilities
- Keep open communications with supervisor and/or manager
- Perform work with confidence and pride, follow thru to completion
- Dependable
- Make informed decisions – discuss with supervisor or manager as needed
- To work in a safe, clean and employee friendly atmosphere
- To form relationships with all MCM members

**Skills &
Requirements:**

- Positive attitude
- Enjoys working in a team environment
- Flexible scheduling
- Intermediate knowledge of Microsoft Word & Excel and Outlook skills
- Knowledge of Practice Management, Engagement, and Adobe (helpful but not required)
- Detail oriented
- Strong work ethic
- Timeliness

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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