

## **CARTER, PC**

### **AUDIT STAFF – JOB DESCRIPTION**

**TERM:** Anticipated to begin approximately October 2020 and to continue indefinitely.

**PER WEEK:** Expect 45-50 hours per week typically. Hours may increase to 55-60 hours during peak deadlines. Our office opens at 8:30 and closes at 5:30; however, work hours may shift around necessary travel to client locations.

**PAY:** Salary, paid semi-monthly.

**REVIEWER:** Audit Director, Levonia Reese

**DIRECT REPORT:** Audit Managers

#### **DUTIES:**

- Participation in all aspects of the audit process.
- Gaining proficiency in various client accounting and internal control systems.
- Preparing financial statements, client communications, and other deliverables.
- Ensuring work is completed timely and in accordance with professional standards.
- Communicate with clients via email, phone, and face-to-face meetings.
- Participate in the firm's ongoing continuing education and training programs.
- Become familiar with the firm's practices and policies.

#### **EDUCATION/CREDENTIALS REQUIRED:**

- Completion of undergraduate degree in Accounting (on track for or having completed Master of Accountancy or Master of Business Administration preferred).
- Must be actively working towards CPA certification, if not already obtained.

#### **PERSONAL SKILLS REQUIRED:**

- Excellent project management and ability to multitask and complete assignments within time constraints.
- Strong interpersonal, oral, and written communication skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, integrity, and trustworthiness combined with a cooperative attitude.
- High motivation for self-starting.

#### **TECHNICAL SKILLS REQUIRED:**

- Proficiency with Microsoft Word and Excel
- Proficiency with Windows 10

**LOCATION:** Asheville-based. Candidate will have an available workspace in our Asheville office, and will be required to attend in-person primarily during training phases, peak work times, and group meetings. Working remotely is available with a broadband Internet connection.

**TRAVEL:** Frequent automobile travel in and around Asheville and Western North Carolina. All travel is anticipated to be within daily driving distance of the office, and there are no overnight trips. Personal transportation is required, mileage is reimbursed.

**ABOUT CARTER PC:** Carter PC is a mid-sized regional accounting firm serving Western North Carolina providing attest, tax, and accounting services to privately held companies, individuals, governmental entities, and nonprofit organizations. We have offices in Asheville and Charlotte. Our directors and managers include alumni from large and super-regional accounting firms including Deloitte, Grant Thornton, and DHG.

**COMMENTS/NOTES:**

**For more information contact Rob Carter at 828-259-9900 or [rob.carter@carter-cpa.com](mailto:rob.carter@carter-cpa.com)**