

## **AUDIT STAFF – JOB DESCRIPTION**

**ABOUT CARTER:** Carter, P.C. is a mid-sized regional accounting firm serving the Southeast providing attest, tax, and accounting services to a variety of industries. We have offices in Asheville, Charlotte, and Greenville (SC) and are looking to add an **Audit Staff** member to our team immediately. Our directors and managers include alumni from large and super-regional accounting firms including Deloitte, Grant Thornton, and DHG.

Our team culture is collaborative and encourages team members to take initiative and seek on-the-job learning opportunities. Our managers and directors have an open-door policy and work to build the team culture. Carter provides a competitive compensation package that includes benefits and paid time off.

**THE ROLE:** As **Audit Staff**, you will be an integral part of our growing team. The ideal candidate for this fast-paced role is a self-motivated individual who is excited for the opportunity to work with a team of innovative professionals in a collaborative environment. Training for the duties of the position will be provided and this role will report directly to the Audit Managing Director.

This full-time role will typically work 40-45 hours per week and can expect an extra 10-15 hours during peaks leading up to major deadlines. Our office opens at 8:30 and closes at 5:30 and employees are expected to be available during core business hours.

### **DUTIES:**

- Participation in all aspects of the audit process.
- Prepare clear, concise, and well-organized documentation with definitive conclusions and meaningful written recommendations.
- Always maintain confidentiality and respond to team members in a timely manner as promised.
- Anticipate issues and proactively engage your manager.
- Gain proficiency in various client accounting and internal control systems.
- Prepare financial statements, client communications, and other deliverables.
- Ensure 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 quality control practices and policies.

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

- Completion of undergraduate degree in Accounting (or on track for 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 willingness to learn.
- Effective analytical and problem-solving ability.
- Strong interpersonal, oral, and written communication skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, integrity, and trustworthiness combined with a positive “can-do” approach.
- High motivation for self-starting.

**TECHNICAL SKILLS REQUIRED:**

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

**LOCATION:** Candidate may be based out of any of our three offices. Travel will be minimal, however some travel within the Carolinas will be required at times.

**For more information, contact our Recruiting Manager at [sarah.hopfer@carter-cpa.com](mailto:sarah.hopfer@carter-cpa.com).**