

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 will be based out of our Asheville, NC office. Travel will be minimal, however some travel within the Carolinas will be required at times.

For more information, contact our Recruiting Coordinator at savannah.blaylock@carter-cpa.com.