

## AUDIT ASSOCIATE JOB DESCRIPTION

MW&A is a boutique CPA firm comprised of talented professionals who work to live, rather than live to work. Don't get us wrong, we absolutely love our clients and we are steadfastly committed to helping them grow and achieve their goals. That's a key reason we are so successful. In fact, our vision is to be large enough to provide clients with expert advice and leading edge solutions and small enough to provide them with the highest degree of personalized attention and service.

### **JOB SUMMARY:**

The Audit Associate is responsible for learning and applying technical skills and working as part of a team carrying out audit tasks under close supervision of Audit Seniors and Audit Managers.

### **RESPONSIBILITIES:**

- Actively develops technical skills on the job and through formal training.
- Builds strong working relationships with clients.
- Effectively documents work.
- Identifies and communicates engagement issues as well as engagement progress in a timely and organized manner.
- Assists in developing new business proposals, budgets and fee quotes.
- Works as an effective team member to complete project components and assigned tasks, including:
  - Completing segments of audits, compilations and reviews.
  - Assisting with the preparation of financial statements, footnote disclosures and management letter comments.
  - Assisting with engagement administration including audit programs, budgets and engagement letters.
  - Preparing Form 990 and related tax returns.

### **REQUIRED SKILLS:**

- Strong organizational skills and attention to detail.
- Strong analytical, technical and research skills.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics.

### **REQUIRED QUALITIES – The MW&A Way:**

- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.
- Be kind.



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### REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree in Accounting.
- CPA certification and active license (or *actively* working to obtain certification).
- Up to 3 years work experience in a public accounting firm. Non-profit audit experience is a plus.
- Basic knowledge of GAAP, generally accepted auditing standards and common audit procedures and techniques.
- Proficiency in Microsoft Office software programs, QuickBooks, ProSystem fx Tax, Engagement and Document software (or equivalent software).

### ABOUT MW&A:

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms and high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicago for associations, foundations and charitable groups.

At MW&A, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

### HOW TO APPLY:

Interested candidates should email their resume to [info@mannweitz.com](mailto:info@mannweitz.com) with Audit Associate Job Application in the subject line.