

Experienced Auditor

At Matthews, Cutrer & Lindsay, P.A., our mission is to provide our clients with top quality service on a timely basis at a reasonable price.

Position Purpose

The Experienced Auditor is responsible for achieving the objectives of our Audit Practice Group including:

- Running audit engagements assigned to you;
- Supervising audit staff assigned to your audit jobs;
- Assisting with office administration and management, including staff coaching, mentoring, training and quality control; and
- Collaborating with the management group to develop innovative practices that adhere to required standards but serve our clients' interests.

Position Reports To

Audit Manager/Shareholder

Position Responsibilities

- Engagement Management and Service Delivery
 - Management of jobs assigned, including establishing budgets for time spent in each phase and then directing firm resources to meet the budgets and client expectations set;
 - Execution of work assigned in an efficient and timely manner ;
 - Supervising staff assigned to his/her projects to insure that schedules, budgets and quality requirements are met; and
 - Communicating the engagement status with the client and their advisors on a timely and ongoing basis.
- Business Development
 - Participating in firm marketing activities, including independent networking, to generate new prospects and clients.
- Technical Skills
 - Attending Continuing Professional Education seminars and staff training as opportunities to meet your peers and enhance your skills.
- Office Administration
 - Adhering to the office administration and billing policies of Matthews, Cutrer & Lindsay, P.A. including entering time into the timekeeping system within the timeframe specified;
 - Participating in the firm's strategic planning process; and
 - Developing and advocating "best practices" suited to our practice.



MATTHEWS
CUTRER *and*
LINDSAY, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

Skills, Education and Outlook Required

The skills and education required for this position are:

- CPA preferred
- Non-profit and/or governmental experience preferred;
- Minimum of 4 to 7 years of experience in auditing with some tax experience preferred
- Good written and verbal communication skills;
- Good research skills;
- Positive, can-do demeanor with willingness to “dig in” and participate in getting the work done;
- Excellent understanding, comprehension and ability to articulate auditing and accounting concepts;
- Strong leadership, project management and team building skills; and
- Desire for a rewarding career with opportunity for advancement.

Measures of Success

During your first year, the Auditor will be deemed successful when he or she has:

- Successfully planned, co-coordinated, executed and delivered audit engagements assigned;
- Completed the audit engagements assigned to his/her team with positive feedback from his/her audit clients and supervisors;
- Supervised, motivated and trained staff members assigned to engagements he or she is responsible for;
- Contributed to firm marketing efforts through active participation; and
- Exhibited a positive demeanor in participating in the other aspects of firm management and growth as articulated above.