

Hawkins CPA Solutions, LLC
Brandywine, MD

Experienced Auditor
Contract Position
\$34-60/hr. (depending on experience)

We are currently seeking a highly skilled and experienced Senior Auditor to join our growing firm. As an Auditor, you will play a crucial role in ensuring the accuracy and integrity of our client's financial records and operations. We are looking for a detail-oriented individual with a strong sense of accountability and a passion for excellence. If you have a proven track record in auditing and a deep understanding of financial regulations and standards, we invite you to apply for this exciting opportunity. This position is remote with occasional in-office or client site requirements.

Job responsibilities include the following:

- Project manages one or more client engagements simultaneously, ensuring the overall success of each project.
- Acquires strong, working knowledge of a client's business.
- Build strong working relationships with clients to gather information, resolve problems, and to sell/cross-selling products or services.
- Effectively and thoroughly documents work (peer review quality)
- Identifies, communicates and solves engagement and technical issues, as well as communicating engagement progress in a timely and organized manner.
- Assists in identifying business development opportunities and in developing new business proposals, budgets and fee quotes.
- Assists in preparing billings and in collections.
- Supervises, trains, and mentors Audit Associates.
- Works as an effective team member to successfully complete engagements including:
 - Preparing financial statements, footnote disclosures, and management letter comments.
 - Assisting with engagement administration including developing audit programs and customized procedures, budgets and engagement letters.
 - Establishing work schedules using effective project management techniques.
 - Researching and analyzing financial statements and audit related issues.
 - Reviewing and preparing income tax and related information returns.

Job requirements include the following:

- Bachelor's or Master's degree in Accounting.
- CPA certification and active license (or actively working to obtain certification).
- 3-6 years audit experience in a public accounting firm, with some non-profit audit experience.
- Thorough understanding of GAAP, generally accepted auditing standards, internal controls and complex audit procedures and techniques.
- Proficiency in Microsoft Office software programs, QuickBooks, CCH Access or ProSystems Tax software, Engagement and Document software (or equivalent software).

- Ability to complete audits with little to no assistance.
- Strong project management, 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 with recommended solutions.
- Must be able to pass a background check

How to Apply:

Interested candidates should email their resume and three professional references to admin@shcpasolutions.com with "Experienced Auditor" in the subject line.