

**POSITION TITLE: Senior Auditor**

**OVERVIEW:**

Hancock & Dana PC is a CPA firm that offers tax, business consulting, accounting, assurance, and exit & succession planning services. Client's needs are matched with the skills and experience of the professionals within the firm to create a unique and positive experience for the employee.

Hancock & Dana PC is currently seeking a talented **Senior Auditor** to join our office in Omaha, NE. In this role we are looking for a person who takes pride in their work while focusing on exemplary client satisfaction. This person would enjoy working independently on many projects at once and embrace the importance of completing accurate work. Candidates will be able to gain a broad range of experiences across several industries. The ideal person will be a patient and consistent worker who desires steady leadership from management in a long-term position. We will value your attention to detail, cooperative attitude and ability for a job consistently well done. The candidate will appreciate working with colleagues in a friendly environment that has a sense of community.

**POSITION REQUIREMENTS:**

Responsible for performing audits, reviews and compilations. Work is to be performed in an organized and timely manner with an emphasis on quality. Should be able to perform self-review before submitting work to supervisor. The firm has an expectation of a positive attitude and creative thinking in all areas.

**RESPONSIBILITIES:**

- Follow generally accepted accounting principles and other applicable reporting standards
- Guide client engagements, which include planning, executing, directing and completing financial statement audits, reviews and compilations
- Identify and communicate accounting and auditing matters to managers and partners
- Supervise and act as a mentor for associates and interns
- Perform effective risk and control assessments
- Client communication and coordination of all audit and accounting procedures
- Gain understanding of client business environment and internal controls
- Perform work in accordance with applicable professional standards
- Research and analyze financial statement and audit related issues
- Use depreciation software to update and add assets to depreciation schedules
- Prepare trial balances, AJEs and supporting workpapers

**EXPERIENCE AND SKILLS REQUIRED:**

- 2-5 years of daily work experience in audit and assurance
- Bachelor's Degree in Accounting
- Valid Certified Public Accountant license or working towards obtaining CPA license preferred
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Team Player
- Willingness to learn
- Proficient with Microsoft Office (Word and Excel), trial balance software and asset depreciation software