

**Sponsel CPA Group  
Audit Staff Accountant**

**Job Duties**

The ideal candidate must be able to successfully perform the following duties:

- Assist with the planning, fieldwork and completion of compilations, reviews, and audits
- Assist with the preparation of financial statements and management letters
- Start to learn how to apply the accounting and auditing pronouncements to engagements
- Start to learn how to identify areas of weakness in internal control and other management recommendations
- Learn how to prepare clear and concise work papers and documentation for all engagements
- Start to learn how to conduct research
- Relationship building with clients and community contacts in an effort to contribute to business development of the firm
- Assist seniors, managers and partners with various other projects

**Job Requirements**

- Bachelor's degree in Accounting
- CPA required or currently working toward obtaining
- 1-3 years of experience in public accounting
- Excellent oral and written communication skills
- Excellent problem solving skills
- Detail oriented
- Strong organizational and time management skills
- Ability to multi-task in a fast paced environment, with many time constraints and deadlines
- Limited amount of overnight travel

For immediate consideration, please email your resume and salary requirement to:

**[resumes@sponselcpagroup.com](mailto:resumes@sponselcpagroup.com)**

No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.