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## Job Post

Greene, Dycus & Co, PA, Certified Public Accountants, is a local firm established in Sanford, Florida in 1953. We are a full-service accounting firm committed to providing our clients prompt, reliable and efficient solutions to their accounting, auditing, and tax concerns. We are dedicated to client service, with individual attention and maintaining the highest accounting and ethical standards in the accounting profession. Our firm offers our team members excellent benefits, work-life-balance, and a positive work environment.

We are currently seeking a **Staff Auditor** to become a valuable part of our expanding team. The ideal candidate should possess unyielding integrity, dependability, and the capability to effortlessly assimilate into our outstanding corporate culture. This position offers flexibility and can be either full-time, part-time, or tailored as flex time, depending on the right candidate's preferences and needs.

### Job Responsibilities:

- Engage in multiple stages of an assignment, such as gaining insight into an organization's internal control structure, acquiring the skills to evaluate audit risk, creating audit programs, and meticulously documenting work papers to ensure compliance with generally accepted auditing or consulting standards in order to assess the completion of the audit or engagement.
- Prepare work papers/document testing performed on assigned areas.
- Identify and reconcile discrepancies between schedules and financial statements.
- Assists with preparing financial statements and reports for our clients.
- Continue to work towards advancing technical knowledge and working knowledge of GAAP, GAAS, and other relevant professional standards.
- Provide quality audit support services in accordance with the relevant regulations, government policies/procedures and client policies/procedures.
- Assist with special projects.

### Qualification/Skills:

- Proven experience as an auditor with over 3-4 years of experience in public accounting
- CPA
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Leadership abilities
- Excellent communication and written skills
- Attention to detail and accuracy.
- Able to multi-task, prioritize, work under pressure, and meet deadlines.
- Excellent organizational, problem-solving and project management
- Ability to communicate complex data clearly with team members and clients.
- Great interpersonal and client service skills
- Professional skepticism
- Confidentiality
- Works well in a team as well as individually
- Proficient in Microsoft Excel, Word, and PowerPoint
- Independent Thinker
- Strong mathematical and analytical expertise

### Experience Requirements:

- BA or BS in Accounting.
- CPA certification or candidate, preferred.
- 1+ years of relevant public accounting experience.
- Microsoft Excel: 4 years (Required)

- Understanding and application of audit standards: 1 year (Required)
- Excellent analytical, research, interpersonal, written, and oral communications skills necessary.
- Demonstrated ability to self-direct, organize, prioritize, and effectively manage multiple engagements.
- Ability to effectively present, listen and respond to questions from clients and team members.
- An initiative-taker with an eagerness to learn.

#### Compensation/Benefits

- Salary range to commensurate with experience.
- Quality benefits package, including rich health benefit plan, life insurance, short term and long-term disability, retirement plan and flex spending account.
- Easy going work environment, flexibility available for work-life balance and family friendly firm.

#### Physical setting:

- Office

#### Schedule:

- Monday to Friday

#### Supplemental pay types:

- Bonus opportunities

Job Types: Full-time, Part-time