



YOUR FINANCIAL LANGUAGE, TRANSLATED.

CPAS & BUSINESS ADVISORS

Audit Associate

emc CPAs LLC (emc) is actively looking for an Audit Associate who will be responsible for preparing financial statements and completing working papers for assigned clients. As such, you will work closely with team members on all phases of project and engagement management for multiple clients.

JOB DETAILS:

Salary – Based on Experience

Job Type – Full Time

We offer an attractive base salary, a flexible work environment, and comprehensive benefits program with great opportunities for personal growth and advancement.

EDUCATION:

- Bachelor's degree in Accounting
- Graduating students should have 150 credit hours and GPA of 3.0 or above

TECHNICAL SKILLS:

- Understanding of general accounting principles and willingness to learn, drive for self-improvement.
- Working knowledge of Microsoft Office Suite (specifically Microsoft Word, Excel and Outlook).
- Self-motivated and willingness to enhance accounting and advisory knowledge.
- Excellent attention to detail with the ability to manage multiple projects.
- Strong communication skills (both verbal and written).

About Us

Since opening our doors in 2019, embodying entrepreneurial spirit and drive has been the force behind the early success of **emc**. The team at **emc** recognizes that no two businesses are the same. We believe in delivering a customized approach to each client to help them succeed both operationally and financially. We serve each client with a level of energy and enthusiasm that is unparalleled in the marketplace.

At **emc**, being our clients' trusted business advisor is at the core of everything we do. We do this by being proactive and intentional about the way we deliver accounting, attest, tax planning and compliance services to our clients. We've scaled our business so that we are available to our clients throughout the year. We believe this is critical to helping our clients through business and financial decisions.

EXPERIENCE:

- 1+ years' auditing and/or financial statement preparation experience preferred.

RESPONSIBILITIES:

- Work as part of a team on the completion of accounting and audit engagements, while treating colleagues and clients with respect.
- Work on client matters assigned, including preparation of basic financial statements, and completion of sections of more complex audit and accounting engagements.
- Answer client calls and emails in a timely manner and with a solution-oriented approach.
- Ensure client deliverables are completed within expectations.
- Identify and introduce other firm services based on client needs and discovered opportunities.
- Become familiar with Firm's Accounting and Auditing Policy and Quality Assurance Policies and Procedures.
- Keep up to date with local and national business and economic issues.
- Participate in continuous learning activities and active research to improve and develop technical expertise; apply learned concepts.
- Collaborate with leaders to identify opportunities for efficiency and proactive engagement management.

EQUAL OPPORTUNITY STATEMENT:

emc is an equal employment opportunity employer. Employment decisions at **emc** are based on merit, qualifications, and abilities. It is our policy that **emc** does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

"We believe to find and retain the best clients, we must find and retain the best employees."



To apply, email: admin@emccpas.com
or visit our website at: emccpas.com

Inquiries can be sent to:

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