



NEITZEL, LUKE &  
SALOPEK, INC.

## Senior Accountant – Assurance Services

### *Job Summary*

Our Firm is looking for an individual who brings a positive attitude every day, is eager to learn about various industries, and who learns from mistakes. This individual is expected to handle the *in-charge* role on all levels of assurance engagements. As the *in-charge*, we expect this individual to execute the engagement partner and/or manager's plan, while providing training to any staff accountants on the engagement, and ensuring the engagement is completed timely.

### *Responsibilities & Duties*

- Set a high standard for staff accountants and other team members
- Execute the engagement plan, as laid out by the engagement partner or manager
- Communicate the status of engagements to the engagement partner or manager
- Work directly with clients to complete the engagement by the desired target date
- Prepare complete, accurate and timely financial statements
- Diligently document procedures and leave an audit trail of supporting workpapers
- Provide feedback to staff accountants if the job includes review of staff accountant work

### *Education & Experience*

- Bachelor's degree in accounting or finance concentration preferred
- 2+ years of public accounting experience required
- CPA, or plan for becoming a CPA, is a plus, but not required
- MBA and/or Master's Degree is a plus, but not required

### *Skills*

- Clear and effective communication internally among the team and externally with clients
- Use resources efficiently to produce results
- Proficient in Microsoft Office products, particularly Word and Excel
- Basic knowledge of US GAAP
- Excellent organization and time management skills
- Ability to meet deadlines
- Identify opportunities to increase efficiency in each respective engagement
- Flexible/agile in ability to help meet clients' and assurance team's needs

Full-time, Benefits, On-site (remote capabilities)

Please email resume to [dmcgoun@nlcpas.com](mailto:dmcgoun@nlcpas.com)

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

### **NEITZEL, LUKE & SALOPEK, INC.**

25000 Center Ridge Rd Ste 8, Westlake, OH 44145  
440.835.1040 | [www.nlcpas.com](http://www.nlcpas.com)