PRADO & RENTERIA
Certified Public Accountants

Senior Auditor

Prado & Renteria CPAs, Prof. Corp., is currently interviewing Senior Auditors to join our office in Chicago's South Loop. In this position, you will participate in a variety of auditing engagements and special projects, contribute to team building, and build trusted relationships with clients.

Prado & Renteria is a pillar to career growth. Our vision is to bring value and engagement opportunities for organizations and individuals to fulfill their purpose. Our unique Growth & Development Program focuses on you and supports you in becoming a fulfilled professional. At Prado & Renteria, you will find yourself challenged by the business side of work and your path for personal development. At Prado & Renteria, you will also have numerous opportunities to work under some of the most prestigious and recognized names in the accounting world and the opportunity to work directly with the founder and partners of Prado & Renteria.

Established in 1990, Prado & Renteria has grown to become the largest Hispanic woman-owned CPA firm in Illinois. The firm serves a variety of clients through its specialized practice areas: government, corporations, private companies, and nonprofit organizations. We are comprised of professionals with experience in audit and management consulting services.

Responsibilities

Audit/Attestation Engagements - Planning

- Oversee audit planning, field work, and audit reporting; prepare reports, and communicate findings and recommendations to line and senior management.
- Develop budgets and timelines for engagements.
- Understand and able to distinguish and apply the standards applicable to the scope and type of engagement (i.e., GAAS, GAGAS, SSAE, UG …).
- General planning workpaper documentation integrates the elements of planning required by the applicable standards (i.e., independence, continuing professional education, risk assessment, audit work programs, examination/AUP procedures).
- Efficiently and effectively apply the Risk Assessment methodology to engagements.
- As part of Risk Assessment, identify engagement risks, including risk of material misstatement whether due to fraud or error.

Audit/Attestation Engagements - Fieldwork

- Review automated audit work papers prepared by the audit staff to ensure alignment with audit programs and compliance with the Firm's methodology.
- Ensure that engagements are completed in compliance with the applicable standards.
- Communicate audit status to management on regular basis.

Audit/Attestation Engagements - Reporting

- Identify and include sufficient documentation to support conclusions regarding findings and exceptions.
- Coordinate with team to review audit findings.
- Analyze and resolve audit issues in a timely fashion.
- Prepare reports with audit findings and recommendations.
- Discuss with management about audit observations, recommendations, and actions to be taken.

- Prepare report draft that results in minimal review comments from management.

Audit/Attestation Engagements – Concluding (PPA)

- Perform risk assessment procedures and conclude on the sufficiency of the engagement testing and documentation.
- Address and document responses to all review comments in a timely manner.
- Complete tasks within timeframes by effectively planning & organizing own work effort.

Productivity

- Understand performance expectations and manage own and others' work to meet those expectations.
- Aim to achieve an agreed utilization rate by communicating regularly with Managers on availability and assignment progress.

Technical Knowledge/Firm Systems

- Further build a depth of knowledge and understanding of tools, systems and processes (within discipline) and practical application (includes Advance Flow, PPC tools & other CPA firms' systems such as CaseWare).
- Follow the firm's systems and processes and apply them effectively (i.e., Intelli, PracticeCS).

Client Service

- Visit clients on-site and be a point of contact for the client throughout the year.
- Manage day-to-day client relationships.
- Take responsibility for quality client service.

People Development and Teamwork

- Actively pursue learning and development opportunities in line with the competency model.

- Build strong rapport with Auditors/Accountants and guide and coach them in their learning.
- Share and transfer knowledge with team members and develop a network of resources within the firm to facilitate the sharing of information.
- Responsible for the daily supervision of audit staff and responsible for the development of audit staff and the completion of performance evaluations in a timely manner.

Business Development

- Understands the importance of Trust-Based Relationships in the business development process.
- Always alert to clients' issues/problems and follows up on all identified opportunities.

Diversity and Inclusion

- Able to work effectively in collaborative and diverse teams.
- Adjusts and adapts communication styles to be effective in a diverse workplace.

Qualifications

- Professional audit certifications preferred (CPA is a plus)
- BS Degree (required)
- Must be capable of presenting results to line and/or senior management/partners.

Skills

- Good analytical, interpersonal, time management, research, and communications skills
- Demonstrated technical abilities in select areas (audit, accounting, regulatory, compliance, etc.).

- Must be able to effectively work with new and changing situations including new industry regulations; where there may not always be a readily apparent solution.
- Must be able to view control issues and concerns from the perspective of the Audit Committee and Senior Management.

Education

Bachelor's (Required)

Experience

- Three (3) to five (5) years of audit experience in public accounting or external audit

Salary

$75,000 - $85,000, per year

Work location / physical setting

In person / Office

Ability to commute / relocate

- 1837 S. Michigan Avenue, Chicago, IL 60616
- Reliably commute or planning to relocate before starting work (Required)

To apply, email your cover letter and resume to:
hresources@pradorenteria.com