

Williams, Adley & Company, LLP  
Certified Public Accountants and Financial Management Consultants

**Senior Accountant**

**Position Description**

Education: Bachelors degree in Accounting, CPA a plus  
Experience: 10 years  
Position Status: Full-Time  
Classification: Exempt  
Authorization: US Citizen Required – Must be able to obtain a Federal clearance

*Profile*

***Duties and Responsibilities***

Serves as team lead with the responsibility to review, document, evaluate, and make recommendations for the improvement of business processes and internal controls that capture and report financial data, including compilation of agency financial statements for agency-wide audit readiness goals.

**(The following are representative duties and responsibilities and are not considered all inclusive)**

- Perform internal control reviews and audit ability assessments
- Must be able to work independently
- Understanding of and ability to apply the basic principles of GAO Yellow Book and the Federal Audit Manual (FAM)
- Analyze proprietary and budgetary accounts variances

***Education and Experience Requirements***

- BA/BS degree, Accounting, Business. CPA a plus
- Must have 10 years of general accounting work experience of which 6 years must be in accounting or financial statement auditing.

***Other Requirements***

- Requires solid written and oral communication, interpersonal and presentation skills.
- Requires a strong inner drive and winning attitude.
- Analytical, with attention to details and well organized
- Must have the ability to multi-task and work well under deadlines
- Well documented knowledge of commonly used concepts, practices, and procedures within the accounting industry.
- Must have basic computer skills with familiarity with utilizing Microsoft Excel, and Microsoft Word software.

***Environment***

- Perform in a professional office setting that requires communication with various clients and levels of management.

*This description is offered as a basic introduction, the information provided is not all-inclusive to the responsibility of the position.*