Company Profile
Legacy Professionals LLP is a regional public accounting firm headquartered in Chicago, Illinois with offices in Edina, Minnesota and Schererville, Indiana. Built on a foundation of commitment to client service, our client base consists mainly of not-for-profit organizations, employee benefit plans, labor organizations, and governmental entities. Legacy Professionals provides exciting opportunities for its employees to grow and advance. We strongly believe in promoting from within and look for people who possess the desire to build a successful career with a regional accounting firm. We are looking for enthusiastic accounting graduates to join our growing team of Staff Accountants. Visit us online at www.legacycpas.com.

Staff Accountant

When you start with us, you will join our Firm as a staff accountant. During your first few months with the Firm you will attend seminars to help smooth your transition from classroom to professional practice. An important phase of your training will begin almost immediately, when you receive your first assignment to assist a more experienced accountant on an audit engagement for one of our clients. Even on your first assignment, the Firm's professional opinion on the financial statements will rest in part on what you do. In the beginning, your work will be performed under the guidance of experienced accountants. As you gain experience and demonstrate ability, you will be given increased responsibility on some of our smaller clients or special projects.

This early training is immensely helpful in preparing for the CPA examination. Preparing for the examination will take a lot of your time and it is in your interest, as well as ours, that you succeed. We encourage staff accountants to become CPAs as soon as possible.

You will become aware from the outset, that our Firm has a systematic process for career development and that all of us at Legacy Professionals LLP are as concerned with your professional growth as you are. We want our staff to obtain well rounded experience as soon as possible. We have found that talents are more quickly discovered by introducing you to a variety of experiences. Occasionally, staff are shared with other departments, to give you experience in all phases of auditing and expose you to tax and MAS work. We want to plan your assignments so that you have an opportunity to learn from a number of more experienced accountants, for experience has taught us that young staff members learn faster by observing the different approaches of various supervisory personnel.

Your progress will be regularly evaluated by those who supervise your work. These evaluations are an important part of your development and are designed to help you grow professionally.

EDUCATION REQUIREMENTS: Bachelor’s or Master’s degree in Accounting and 150 hours or the academic qualifications to sit for the CPA Exam.

EXPERIENCE REQUIREMENTS: This is an entry level position. Any prior public Accounting work or internship experience is desirable. Proficient in Microsoft Excel and Word software. Strong oral and written communication skills.
OTHER REQUIREMENTS: This person must be able to interact well with co-workers and a diverse client base. Candidates must be legally eligible to work in the United States without further sponsorship.

POSITION OVERVIEW (Minimum 40 Hours/Week): Initial assignments will include assisting experienced accountants on audit engagements performing a wide range of audit support functions. Duties include documenting accounting systems and internal controls, preparing appropriate audit work papers, and assisting in the preparation of financial statements, management letters, and government forms. As employees gain experience and demonstrate ability, they are given increased responsibility.

The following will be your areas of responsibility as a staff accountant:

QUALITY CLIENT SERVICE

Knowledge of Client

- Responsible for basic understanding of the nature of client's business, including organization, products and performance.
- Responsible for a working knowledge of the client’s accounting system within the context of assigned sections.

Constructive Management Suggestions

- Notes potential management letter comments.
- Aware of ways to improve client service.

Responsive to Client Needs and Deadlines

- Reads planning memo to ascertain engagement deadlines and other services to be rendered.
- Aware of deadlines and tries to prioritize workload and gauge status accordingly.

Identification of Additional Service Opportunities

- Knowledge of other services offered by the Firm.
- Understands the importance to the Firm of selling and marketing.
**TECHNICAL KNOWLEDGE**

**GAAP and Specialized Industries**

- Working knowledge of GAAP.
- Knowledge of the basic sources of accounting and auditing literature.
- Recognizes basic accounting and auditing issues.
- Assists in preparation of financial statements.
- Develops a basic awareness of the unique industry accounting practices and Regulations.

**GAAS**

- Working knowledge of GAAS.
- Responsible for a basic understanding of the Firm's audit approach.
- Responsible for an awareness of the appropriate uses of the Firm's auditing manuals.
- Understands the concepts of materiality and risk.
- Responsible for a basic understanding of sampling methods.
- Executes audit procedures for lower risk/complexity areas.
- Documents routine accounting systems.
- Identifies basic controls and weaknesses in accounting systems.
- Keeps senior informed of progress and significant developments on a timely basis so that audit plan can be adjusted if necessary.
- Identifies issues that require the immediate attention of the senior.
- Consults with others when confronted with difficult situations.

**Use of Technology**

- Responsible for becoming proficient with Firm software (e.g., GoSystem Audit, Excel, Word), and using it on assigned areas.
• Prepares basic spreadsheets.

ADMINISTRATION OF THE ENGAGEMENT

Time Deadlines

• Presents completed workpapers for assigned areas, including sign-off of each step in the audit program and clearance of review notes on a timely basis.

• Adheres to budgets (consideration should be given to factors outside the individual's control).

• Meets deadlines

• Reports time accurately.

• Communicates difficulties in a timely fashion

Planning and Organization

• Reviews prior year workpapers, planning and other memos, programs and budget for assigned areas prior to the start of those areas.

• Reviews prior year financial statements and other relevant information.

Engagement Wrap-Up

• Presents completed workpapers for assigned areas, including sign-off of each step in the audit program, on a timely basis.

• Clears open items and review notes effectively and efficiently.

• Ties up "loose ends" on assigned areas and documents open items thoroughly before leaving for another engagement.

Time Budget

• Keeps senior informed of progress and potentially significant developments on a timely basis so that work plans can be adjusted.

• Identifies issues that require the immediate attention of the senior.

• Consults with others in dealing with difficult situations.
• Provides reasonable estimates to complete
  **Judgment and Analytical Skills**

• Performs basic analysis and analytical review.
• Identifies unusual or inconsistent fluctuations and/or activity in financial accounts.
• Identifies basic accounting and auditing issues.
• Evaluates reasonableness of basic test results.
• Challenges audit procedures.
• Works independently, but consults with the other members of the engagement team when appropriate.
• Uses knowledge, experience and common sense in making decisions dealing with sensitive situations and ambiguous information.
• Is developing a sense of professional skepticism.
• Is firmly committed to the intellectual honesty and integrity of our Firm and our profession.

**Documentation**

• Demonstrates basic knowledge of proper workpaper- technique (e.g., referencing indexing).
• Demonstrates professional concern and exercises due care on work performed
• Prepares neat and orderly workpapers.
• Organizes workpapers in a logical fashion.
• Uses, and considers need for updates to, audit programs in assigned sections.
• Challenges prior years' workpapers for efficiency and changes.
• Performs self-review of work and avoids minor workpaper review notes.
• Effectively clears review notes.
PROFESSIONAL QUALITIES

Communication Skills-Oral

- Exhibits poise and tact when speaking.
- Exhibits appropriate professional telephone etiquette.
- Good listener.
- Speaking reflects use of proper grammar.

Communication Skills-Written

- Writing reflects use of proper grammar.
- Writing exhibits direction, clarity and conciseness.

Professional Image

- Dresses neatly and professionally.
- Demonstrates a positive attitude.
- Shows pride in Firm.

Supervision and Teamwork

- Is enthusiastic and maintains a positive attitude.
- Develops positive working relationships with colleagues, promoting team spirit.
- Sensitive to the needs of others.
- Uses tact and skill in confronting difficult interpersonal situations; avoids unnecessary conflict.
- Works well as a member of a team.
- Works well with diverse personalities.
- Places team before individual goals and contributes to a positive working environment.
- Interacts with client on a professional level at all times

Client Relationship

- Develops a positive working relationship with client personnel.
- Deals effectively with appropriate level of client personnel.