Novak Francella

Title: Staff Auditor

Location: 450 Fashion Avenue, 35th Floor NY, NY 10123

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: 8/1/2017

Job Description: We are currently seeking auditors with 0-2 years of public accounting experience to work in our New York, NY office.

Primary Responsibilities:

- Obtains and documents a basic understanding of clients’ internal control policies and procedures; tests operating effectiveness
- Completes audit work papers and performs audit testing procedures on audit areas fundamental to the financial statements
- Assists the Senior in preparing financial statements including required footnotes and supplemental schedules

Qualifications:

- Bachelor’s Degree in Accounting is required
- Strong working knowledge of GAAP and GAAS
- Strong written/verbal communication skills
- Effective time management skills
- Familiarity with Word and Excel
- CPA not required however 150 credit hour eligibility and pursuit of certification is encouraged
- Candidates must have a vehicle that can be used for work travel

Application Instructions: Send resumes to jobs_ny@novakfrancella.com.

About the Organization: Novak Francella LLC is a certified public accounting firm of approximately 90 professionals with offices in Bala Cynwyd, Pennsylvania (just outside Philadelphia), New York, New York, Columbia, Maryland, and Boston, Massachusetts. Our clients are located in eleven states and operate primarily in the employee benefit plan and labor/membership organization industries.