

# **Williams, Adley & Company-DC, LLP**

## **Associate, Audit and Assurance Services**

**Location:** Washington, DC **Department:** Audit and Assurance Services

**Type:** Full Time **Min. Experience:** Entry Level

### **Company Overview**

For more than 35 years, Williams Adley has provided expert accounting, auditing and consulting services to a growing number of federal and state and local government agencies. Our dedication to operating with the highest levels of honesty, integrity and transparency means we frequently go beyond the typical "vendor/client" relationship, becoming trusted advisors to our clients.

### **General Position Description**

The Associate is responsible for analyzing reports, statements, and accounting records of an internal or external entity to ensure accurate calculations. Must have thorough knowledge of all laws and regulations relating to accounting practices because the job is to detect and report any discrepancies within a company or other agency's financial records. If an error has occurred, it is the Associate's duty to trace it back to the source and communicate the error to his/her supervisor. This will enable the Associate to collect, process, maintain, and report accurate, reliable, and complete financial information.

Other duties include reconciling proprietary and budgetary accounts, posting account entries, reviewing federal funds control, and performing other duties as assigned by supervisors.

The following are representative, but not all-inclusive, of the knowledge, skills and abilities required to lead in this role.

### **Essential Duties and Responsibilities:**

- Assist the Senior Associate in performing test procedures
- Examines accounting documents to verify accuracy and compliance with policies, procedures, and acceptable accounting standards
- Prepares work papers and supporting documentation

### **Education:**

- Bachelor's Degree in Accounting with a G.P.A. of 2.75 or higher, preferred

### **Experience:**

- No professional experience is required; however, internship experience working as an accountant or consultant for a public accounting firm, or a professional services firm preferred.
- Beginner's level understanding in the areas of Generally Accepted Accounting Principles (GAAP) and willingness to become familiar with AICPA, Government Accountability Office, and Federal Accounting Standards Advisory Board regulations and requirements.
- Demonstrated ability to multi-task and work under tight deadlines

### **Other Requirements:**

- May 2019 and recent college graduates, preferred

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- Excellent written and verbal communications skills
- Able to perform work which requires attention to detail, analytical ability, and organization
- Skilled at using Microsoft Excel, Word, PowerPoint, Access, and Visio
- Must be willing and able to travel domestically and internationally when needed
- US Government Clearance eligible and U.S. Citizenship
- Able to furnish a writing sample and transcripts upon request

### **Environment:**

Office setting that requires extensive computer usage, sitting and professional communication.

### **Benefits and Perks:**

- **Travel Globally.** Associates participate on projects that can take them all over the world.
- **Workplace Flexibility.** Williams Adley knows that work doesn't have to be completed in the office to be done well, so we honor an anytime, anywhere work schedule when appropriate.
- **Tuition Reimbursement and Professional Development.** Dreaming of your CPA or Masters? Williams Adley offers tuition reimbursement for anyone who is pursuing advanced education or certifications.
- **Community Involvement.** We give back our time, talent, and treasures by assisting in programs across the DC area to organizations our employees care about.

### **Additional Information:**

- **FLSA Class:** Exempt
- **Status:** Full Time - Regular
- **Work Week:** Monday – Friday, 8 hours a day, some evening and weekend hours may be required in order to fulfill client expectations and deliverables.
- **Reports To:** Senior Associate/Supervisor
- **Authorization:** US Citizenship Required
- **Clearance:** Must be able to obtain a security clearance
- **Consideration:** Only candidates that meet the minimum position requirements will be considered and/or contacted to complete next steps.

*Williams, Adley & Company - DC, LLP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.*