

**Reed & Associates, CPAs, Inc. is headquartered in Manassas, Virginia, with offices in Centerbrook, CT Port Charlotte, Florida and Omaha, Nebraska.**

*Reed* specializes in providing government auditing, accounting, consulting and IT services for many federal, state and local governments and their contractors or grantees. We have current requirements for auditors with contract audit experience to support on-going audits of costs incurred, indirect costs, accounting systems, and proposed direct and indirect rates and costs. Reed has openings for the following positions at **ALL our locations**.

### **STAFF AUDITORS/ANALYSTS**

We're looking for **Staff Auditors/Analysts** with 0-2 years experience of Federal accounting and/or contract auditing experience. Must be able to travel to audit locations within the U.S, with travel requirements between 25% to 50% of the time. Must also be willing to work in the District of Columbia on a regular basis as needed. Must be a U.S. Citizen per Federal government contract requirements. B.S. in Accounting and/or Finance is required.

#### **Staff Auditor/Analyst Requirements:**

- Have knowledge of Federal GAAP, GAAS, OMB Circulars and Yellow Book
- Perform various auditing and/or accounting services in accordance with AICPA Professional Standards and Government Auditing Standards.
- Prepare work papers with detailed attention to accuracy and professionalism, documenting conclusions, and prepare appropriate reports/documentation.
- Review documents, transactions, records, reports and methodologies for accuracy and effectiveness
- Prepare audit reports
- Report on audit findings and making recommendations
- Perform duties as instructed for contract or program specific audits. Take responsibility for actions including; getting to assigned office or client's site on time and having the necessary skills and equipment to perform work effectively and immediately.
- Maintain accurate records of time and expenses.
- Complete project and administrative tasks in a timely manner.
- Maintain an excellent attendance record.
- Possess strong time management skills in order to meet deadlines.
- Maintain confidentiality of Firm and client information.
- Travel up to 50% annually to nationwide audit locations

Competitive compensation and benefits package commensurate with experience.

To be considered for these positions, please send us your resume, salary requirement and a summary of two significant auditing projects that you have led/participated in to:

[recruiter@reedassociates.org](mailto:recruiter@reedassociates.org)

**Reed & Associates, CPAs, Inc. is an Equal Opportunity Employer – Minorities and Females are Encouraged to Apply**