

# TIMOTHY, DeVOLT AND COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

4099 McEwen Rd., Suite 130

Farmers Branch, TX 75244

OFFICE: (972) 980-4315 FAX: (972) 702-0174

Title: Staff Auditor

Education Requirements: Master's degree in Accounting Preferred, Bachelor's Required

Salary: Negotiable will discuss in the interview

Dress Code: Business Attire

Environment: Corporate Office

Location: 4099 McEwen Road, Farmers Branch, TX

Travel: 25% local area, occasional outside North Texas

Job Description: The ideal candidate will have experience as an accountant or auditor in real estate property management or HOA management industry. Other backgrounds with consideration will be someone with 1-2 years of audit experience. This position will have day to day responsibility for the following:

- Follow our audit plan
- Complete a full cash proof for each audit
- Analyze the year end accruals for completeness and correctness
- Apply GAAP and Auditing Standards to the assigned audit
- Testing Internal Controls
- Utilize Sampling methodologies for testing of transactions
- Review and test balance sheet reconciliations for accuracy
- Propose audit adjusting entries as required for audited statements
- Draft audit report

Summary of Timothy, DeVolt and Company, P.C.:

We are a full service CPA firm with three practice areas: Tax, Audit, and Small Business Accounting

Our audit practice serves a large number of clients all across Texas in the Real Estate/HOA association industry. We have a vibrant audit team and significant growth in scope and scale has created this opportunity.

**Contact Person: Mr. Sam Timothy**

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