

**JOB ANNOUNCEMENT**  
**POSITION: ENTRY LEVEL AUDITOR**

Are you fresh out of college and are you looking for a job opportunity that is going to help you grow in your professional and personal life?

Prado & Renteria is a pillar to career growth. Our vision is to bring value and engagement opportunities to organizations and individuals to fulfill their purpose. Our unique Growth & Development Program focuses on you and supports you in becoming a fulfilled professional. At Prado & Renteria you will find yourself challenged by both the business side of work as well as your path for personal development. At Prado & Renteria, you will also have numerous opportunities to work under some of the most prestigious and recognized names in the accounting world and the opportunity to work directly with the founder and partners of Prado & Renteria.

**Organization Description:** Established in 1990, Prado & Renteria has grown to become the largest Hispanic-owned CPA firm in Illinois. We serve a variety of clients focusing on governmental, corporations, private companies, and non-profit organizations.

We ask that you possess these qualitative skills:

- Strong work ethic and integrity.
- Be committed, a team player and ability to work independent.
- Proficient multitasking and time management skills.
- Willingness to learn and deliver high-quality work.
- Strong analytical, interpersonal, organizational and writing skills.
- Detail oriented.
- Have fun while being professional.

**Duties and Responsibilities**

- Perform professional entry level audit work.
- Participate in financial, internal control and compliance attestation engagements.
- Plan and execute procedures for assigned sections of an engagement.
- Obtain an understanding of client financial operations and the internal control environment.
- Conduct risk assessment and perform tests of transactions and account balances.
- Prepare work papers to adequately document audit work and support conclusions.
- Identify and formulate recommendations based on audit findings for presentation to management.
- Manage and monitor timely and accurate completion of assignments in accordance with project's budget.

**Qualifications**

- Must possess a Bachelor of Science Degree in Accounting from an accredited institution.
- Advanced knowledge of Microsoft Office Products specifically Excel and Word.
- Willingness to travel about 10% of the time.

**To Apply:** Email cover letter and resume to: [hresources@pradorenteria.com](mailto:hresources@pradorenteria.com),