

Senior Auditor (Contract, Part-Time)

Accutrak Consulting & Accounting Services PLLC, a Michigan-based CPA firm specializing in nonprofit, government, and housing authority audits, is seeking a Senior Auditor to lead and execute audit engagements from planning to reporting. This role is a part-time contract position anticipated at 20–25 hours per week for the next six months, with the possibility of expanding hours after four months based on performance and workload.

Responsibilities

- Lead and perform financial statement audits for nonprofit organizations, including planning, fieldwork, and reporting.
- Manage all aspects of the audit process, ensuring compliance with AICPA, GAAS, and Uniform Guidance where applicable.
- Prepare detailed and well-documented audit workpapers that meet firm and peer review standards.
- Coordinate and communicate with the firm's managing CPA, who will serve as quality reviewer and client-facing contact.
- Support the development and documentation of audit standard operating procedures (SOPs), templates, and checklists to improve efficiency and consistency.
- Maintain regular weekly meetings with firm leadership for project review and coordination.

Qualifications

- Licensed CPA or CPA eligible, in good standing.
- Minimum of 5 years of experience leading nonprofit audits; experience with Single Audits (Uniform Guidance) strongly preferred.
- Proven ability to work independently, manage deadlines, and produce high-quality audit documentation.
- Prior experience successfully completing or preparing for a peer review.
- Familiarity with CCH Knowledge Coach or comparable audit documentation software preferred.
- Current with all required AICPA continuing professional education (CPE) requirements.
- Excellent written and verbal communication skills.

Schedule and Terms

- Contract position: 20–25 hours per week for an initial term of six months.
- Option to increase workload after four months depending on performance and project volume.
- Flexible remote schedule with required weekly video check-ins.

If you are a seasoned auditor who values flexibility, independence, and working on purposeful nonprofit engagements, we'd love to hear from you.

Apply Here: <https://zfrmz.com/dSXalH24w2JRerIcxNDq>

