



Experienced Staff

Course Information

Length - 3 days

Prerequisite - None

Delivery Method - Group Live

Level of Instruction - Basic

CPE Credits - 24 Hours

Accounting - 3

Auditing - 17

Communication - 2

Personal Development - 2

Advanced Preparation - None

Contact Us

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Course Summary & Objectives

Our Experienced Staff Training teaches the role of the experienced staff auditor in audit planning and provides practical guidance in other key areas such as documentation, sampling, and the statement of cash flows. This training has a variety of hands-on exercises so that the participants learn the necessary skills to efficiently and effectively audit specific areas, including Cash, Accounts Receivable/Revenue, Inventory, and Accounts Payable/Expenses. This training also teaches key fundamental, "level-appropriate" GAAP skills from both an accounting and an auditing perspective. Finally, participants are introduced to the building blocks of effective inquiry skills and self-management.

Module Summary

Pervasive Audit Knowledge & Application

- Audit Planning and Risk Assessment Process (4 hours Auditing)
- Documentation (2 hours Auditing)
- Analytical Procedures (1 hour Auditing)
- Sampling (2 hours Auditing)
- Statement of Cash Flows (1 hour Accounting)
- Introduction & Personal Action Items (1 hour Auditing)

Further Audit Procedures

- Cash (1 hour Auditing)
- Accounts Receivable / Revenue (2 hours Auditing)
- Fixed Assets (1 hour Auditing)
- Accounts Payable / Expenses (2 hours Auditing)
- Level Appropriate GAAP Knowledge & Application (3 hours Accounting)

Core Interpersonal Skills

- Inquiry / Communication Skills (2 hour - Audit)
- Creative Problem Solving (1 hour - Personal Development)
- Time Management Basics (1 hour - Personal Development)



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