Seeking: Assistant Controller

• Large downtown law firm is seeking an Assistant Controller for our Accounting Department.

• Basic responsibilities include control of the accounting systems, supervision of a seven-person team, and assisting with the hiring and training of new employees.

• Qualified applicant should have eight years of accounting experience, as well as a minimum of two to three years in a supervisory position. Experience working in a law firm is desirable.

• Education requirements include an undergraduate degree in accounting. CPA is preferred.

• The successful candidate will have the necessary computer skills and be familiar with the most current **automated** financial systems.

To apply for this position, send a résumé and three letters of reference to:
Annabelle Smythe
Forbes, Lawrence, and Ross
187 Oakland Boulevard
Detroit, MI 41084

33. What kind of firm is hiring?

A. A computer company
B. An accounting office
C. An advertising agency
D. A law firm

34. Which of the following is NOT mentioned as a qualification?

A. Experience as a supervisor
B. Familiarity with automated financial systems
C. A law degree
D. A degree in accounting

35. What kind of applicant would be most attracted to this job?

A. A lawyer
B. An accountant
C. A computer science major
D. A director of human resources

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