



Title	Audit Manager
Classification	Full Time
Reports to	Partners
Supervises	Staff Accountants

Summary of Responsibilities

The audit manager is responsible for the planning and completion of financial statement engagements, supervision of staff on engagements and mentoring and training of staff accountants. Key accountabilities for this position are:

1. Effective development and utilization of staff
2. Client satisfaction
3. Champion of company vision, mission and values
4. Development, management and adherence to company procedures
5. Continuous learner

Essential Functions

1. Participate in leadership.
2. Planning & scheduling
3. Manage financial statement engagements
4. Development and management of firm processes.
5. Quality control
6. Review of work product
7. Liaison between client partner and staff
8. Hold staff accountable
9. Technical knowledge and sharing of same
10. Training and staff development
11. Staff mentoring

Required Experience

5 plus years of experience in public accounting performing financial statement engagements.

Educational Requirements

1. The position requires a CPA license.
2. Annual continuing education requirements must be met.

Working Conditions

Normal office hours are 8:00a.m. to 5:00p.m. Monday through Friday. Additional hours will be needed as necessary based on workload. Flexible work arrangements may be considered.