

# WOUCH MALONEY

CPAs & BUSINESS ADVISORS

**Job Title:** Audit Manager  
**Department:** Compliance  
**Reports To:** Director/Partner  
**Classification:** Full-time

## **General Summary**

The Audit Manager is responsible for audits of non-public construction, manufacturing, real estate among other entities. They are also responsible for overseeing internal operating controls, processes and practices. The Audit Manager will also recommend changes and enhancements to existing policies and controls to make sure they are current, adequate, functional and utilized in accordance with standards established by the AICPA and Wouch, Maloney.

## **Essential Job Functions:**

### **Client Management**

- Takes ownership of assigned client groups; develops personal relationships as a trusted advisor; considers the experience and skill of staff under direct supervision

### **Staff Development**

- Delegates responsibility to staff on an ever-increasing scale to prepare them for promotion

### **Professional Development**

- Attends CPE course(s) at a national level; participates and leads internal training classes for seniors and associates

### **Business Development**

- Develops new client contacts and marketing relationships beneficial to the firm; maintains contact with existing and prospective clients
- Pursue roles in professional, civic, or community organizations

### **Assurance Specific**

- In-depth knowledge of GAAP guidelines and Sarbanes-Oxley rules and regulations
- Strong background and experience with audit methodologies and techniques
- Prior success conducting external or internal audits
- Plan and perform operational and financial audits
- Identify business process risks
- Develop testing methodologies to evaluate the adequacy of controls
- Document the results of the evaluations
- Develop recommendations and reports based on audits and presenting these ideas to senior management

### **Management Expectations**

- Oversight of staff on projects and overall development
- Participate in annual staff internal training to develop staff
- Take the initiative to be a leader in the firm, champion a firm objective

### **Leadership Expectations**

- Participate in developing seniors and supervisors
- Take part in administrative functions to further the firm's objectives
- Chair internal committees and work collaboratively with other departments
- Champion staff development
- Lead by example and openly reward others

### **General**

- Maintains contact with clients throughout the year; possesses a thorough knowledge of the client and all facets of client's business and industries they serve
- Start to acquire, develop and retain clients; nurtures and develops relationships with prospective clients for services performed by the firm
- Manage key client groups to improve realization and client satisfaction
- Identify and resolve issues as they arise
- Keep current on technical developments
- Research advanced technical issues and reach well supported conclusions
- Demonstrate advanced technical writing skills

- Increase office profitability by managing your time and the time of Staff and Senior Accountants efficiently, contributing ideas and adding value
- Other duties and projects as assigned

#### **Desired Skills, Abilities and Characteristics**

- Demonstrates the firm's core values daily
- Demonstrate a level of intellectual curiosity
- Consistently demonstrate strong personal, technical and professional judgment
- Perform work accurately and in a time-efficient manner with strong attention to detail
- Ability to effectively prioritize a fast-paced and varied workload, effectively manage a variety of concurrent and shifting priorities
- Ability to accept constructive feedback from Partner group and make adjustments as directed
- Ability to work collaboratively and foster a productive, team-oriented environment
- Strong computer skills, including solid skill in the Microsoft Office suite
- Maintain a professional demeanor with coworkers and clients
- Able to gain the confidence of the existing Partner group
- Ability to meet internal Firm deadlines (time entry, billing, etc.)
- Available to work evenings and weekends based on position needs and to travel domestically if required

#### **Education and/or Experience**

- Bachelor's degree in accounting, or master's degree in accounting
- 5-8 years of experience in public accounting
- CPA license required

#### **Benefits**

- Competitive benefits package
- 401(k) and Roth 401(k) with company match
- Short and Long-term Disability fully paid by Company
- PTO and 2 Floating Holidays
- In-house training
- Firm pays 100% of course required to maintain CPA license
- Flexible Schedules
- Competitive salaries with continuous review of market conditions
- Strong growth opportunities
- Discretionary bonuses two times during the year
- Strong emphasis on quality work-life integration
- Expanding Social Impact department for a healthy, happy, inclusive, and productive workplace as well as other committees to get involved in