

# WOUCH MALONEY

CPAs & BUSINESS ADVISORS

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

## **General Summary**

The Manager recognizes important issues and provides manageable solutions; makes sound, well informed, and objective decisions with data and information from a variety of sources; takes action that is consistent with research, probable consequences and firm policy.

## **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**

- Demonstrate a thorough understanding of GAAP
- Oversee assurance engagements in their entirety including client contact, preparation, and presentation of the final report
- Evaluates internal controls and work programs prepared by staff
- Anticipates issues in areas of engagement that will arise

### **Tax Specific**

- 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
- Performs complex tax research assignments as requested by Tax Director/Partners or as determined in order to meet client needs; assists staff in developing effective tax research skills
- Prepares written tax analyses/tax position papers for clients and for dissemination within the department for training purposes

### **Management Expectations**

- Oversight of staff on projects and overall development
- Participate in annual staff internal training to develop staff
- Able to make self-informed decisions
- 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

### **Networking & Marketing**

- Create and present proposals to clients and prospective clients
- Develop new client contacts and marketing relationships
- Show initiative to meet with prospects

### **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
- Develop a technical area of expertise
- 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
- Exhibit expert understanding of accounting and tax rules
- Excellent verbal and written communication skills
- 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
- Strong organizational and follow-through skills
- 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 (particularly Excel) and report writing tools
- 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

