

WOUCH MALONEY

CPAs & BUSINESS ADVISORS

Job Title: Senior Accountant II
Department: Compliance
Reports To: Manager
Classification: Full-time

General Summary

The Senior Account II role is responsible for organizing and managing client assignments and projects including the completion of assignment tasks and project components as well as coaching, advising, and directing team members in meeting client, and self- development expectations.

Essential Job Functions:

- Project manages one or more client assignments simultaneously, ensuring overall success of each project
- Identifies client's needs/opportunities in order to sell/cross-sell products or services
- Establishes work schedules through effective use of project management techniques
- Drafts client reports and prepares workpapers as needed
- Preparation of entity and personal income tax returns
- Preparation and review of payroll and sales tax returns
- Preparation of financial statements
- Demonstrates ability to perform research and draft supporting memos
- Plans engagements with Manager and requests information of client; follow-up on missing information
- Delegates tasks to lower level staff effectively and supervises appropriately
- Periodically makes presentations to staff members
- May start to develop a specialization
- Actively pursues self-development opportunities in line with the competency model
- Builds and nurtures strong working relationships with client management and peer client levels
- In consultation with the assignment manager organizes and controls multiple responsibilities and resources to achieve project objectives
- Manages the implementation of solutions for clients
- Advises, coaches and trains team members, provides consistent recognition and encouragement to team members, and sets an example by demonstrating high energy levels and enthusiasm
- Performs a detailed review of the team's work to ensure quality, thoroughness and completion of assignment tasks within agreed time frames
- Identifies opportunities to improve assignment profitability and identifies any risk management issues
- Actively supports new initiatives

Desired Skills, Abilities and Characteristics

- Strong technical knowledge and skills
- Strong interpersonal and relationship building skills
- Strong project management skills
- Team management skills - the ability to coach, motivate and direct a team of people
- Team player with a positive 'can do' approach
- Creative problem solving ability
- Excellent verbal and written communication skills
- Experience in delivery of quality client service
- A working knowledge of firm products and services in the practice area, and a general knowledge of products and services in other practice areas

Education and/or Experience

- Bachelor's/Master's degree attained
- Currently working on the CPA exam with a minimum of two sections taken and passed

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