

WOUCH MALONEY

CPAs & BUSINESS ADVISORS

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

General Summary

The Senior Manager will manage a variety of tax, audit and other assignments as designated by the Partner/Managing Partner. The Senior Manager should function with minimal supervision, and increased focus is placed on supervising and mentoring Staff and Senior Accountants, independent problem solving, strengthening, and developing client relationships and increasing firm profitability.

Essential Job Functions:

Strategic

- 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

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/Professional Development

- Delegates responsibility to staff on an ever-increasing scale to prepare them for promotion
- Attends CPE course(s) in-house and external; participates and leads internal training classes for seniors and associates; actively seek out more challenging work opportunities

Business Development, Marketing & Networking

- Develops new client contacts and marketing relationships beneficial to the firm; maintains contact with existing and prospective clients; actively brings in new business to the firm; consistently and actively involved in community and holds a board position to increase exposure of firm and own brand; acts as a positive ambassador of the firm and promotes the firm regularly through marketing and networking opportunities

Innovation

- Brings fresh ideas and improvements to the firm and develops plans for implementation

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
- Seeks out more complex engagement opportunities to increase technical ability
- Acts as a consultant to clients on complex accounting issues

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
- Acts as a consultant to clients on complex tax issues

Networking & Marketing

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

- Maintain a board position in the community

Desired Skills, Abilities and Characteristics

- Demonstrates the firm's core values daily
- 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
- Able 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
- Timely billing and collections of WIP and client receivables
- 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
- 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

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 as well as championing staff development
- Follow all firm policies and encourage others to do the same
- Take part in administrative functions to further the firm's objectives
- Chair internal committees and work collaboratively with others
- Participate in and encourage others in the firm to participate in all firm sponsored events
- Lead by example and openly reward others
- Be visible and present regularly in the office

Education and/or Experience

- Bachelor's degree in accounting, or master's degree in accounting
- 8 or more years of experience in public accounting/Director level 10 or more years
- CPA license required/Directors must have an additional designation

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