

WOUCH MALONEY

CPAs & BUSINESS ADVISORS

Job Title:	Supervisor
Department:	Compliance
Reports To:	Manager or Senior Manager
Classification:	Full-time

General Summary

The Supervisor role is responsible for delegating work to Senior Accountants I and II; assumes the in-charge role of attestation and complex tax engagements; participates in planning and budgeting of projects. The Supervisor will initiate solutions to problems and continues to develop technical expertise and improve professional judgment.

Essential Job Functions:

Marketing & Networking

- Identifies opportunities for providing additional client services; pursues a leadership role in a professional or community organization; develops and maintains a network of business contacts; selects and focuses on an industry specialization

Assurance Specific

- Resolves accounting and auditing problems as they arise and discusses with Manager and Partner before final decision is made and communicated to client
- Reviews and evaluates client's internal controls and makes recommendations if needed. Informs manager and partner of any internal control issues noted.
- Ensures workpapers, financial statements and other documents are prepared in accordance with GAAP and firm standards
- Reviews with managers or partners significant findings that raise questions involving accounting principles or statement presentation
- Prepares or reviews financial statements, notes, schedules, and management letters for later discussion between manager or partner and the client
- Demonstrates high-level analytical and problem-solving skills
- Develop technical specialization or emerging specialty
- Understand the long and short-term consequences of decisions
- Lead planning of engagements

Tax Specific

- Prepares moderate to complex level of difficulty tax returns
- Reviews tax returns and workpapers prepared by staff; reviews any changes required or recommendations for improvement with the staff
- Performs tax research assignments as requested by
- Prepares written tax analysis/tax position papers for clients and for dissemination within the department for training purposes
- Communicate with various taxing authorities regarding tax notices, billings, etc., draft written responses to notices from taxing authorities
- Ensure that tax returns are prepared in accordance with the IRC and applicable state laws and regulations
- Recognize tax planning opportunities

Coaching & Developing Others Communication and Interpersonal

- Provide on-the-job training
- Support training of staff members, offers guidance and direction, gives constructive feedback on workpapers
- Contributes to staff performance reviews
- Serves as content developer as well as an instructor/presenter in department or in-house CPE
- Demonstrates ability to supervise others by setting expectations, communicating, and evaluating performance
- Volunteer to work on internal projects or committees
- Demonstrates the firm's core values daily

- Seek career opportunities to expand knowledge base

Project Management

- Assumes full responsibility for supervising engagements and special assignments
- Coordinates various phases of engagements; plans engagements; budgets time and expenses; monitors actual performance against budget; reviews workpapers for accuracy and completeness; reviews financial statements or tax returns
- Assigns work to staff based on their knowledge and capabilities
- Effectively communicates all aspects of work performed to clients, staff, managers, and partners
- Works directly with clients to meet their needs while communicating status of all clients to managers and partners
- Demonstrates confidence when dealing with staff and clients on all matters
- Makes sure work is completed promptly and within predetermined budgets
- Updates appropriate person routinely on status of projects and keeps projects moving
- Interacts well with co-workers at all levels, as well as clients; recognizes different personality traits to work better with others

Desired Skills, Abilities and Characteristics

- Demonstrates the firm's core values daily
- Provide on-the-job training
- Support training of staff members, offers guidance and direction, gives constructive feedback on workpapers
- Contributes to staff performance reviews
- Serves as content developer as well as an instructor/presenter in department or in-house CPE
- Demonstrates ability to supervise others by setting expectations, communicating, and evaluating performance
- Volunteer to work on internal projects or committees
- Seek career opportunities to expand knowledge base
- Recognize opportunities for additional client services
- Pursue roles in professional, civic, or community organizations
- Develop a good understanding of all services provided by the firm

Education and/or Experience

- Bachelor's/Master's degree attained
- CPA/working on last part of exam

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