



SB & COMPANY, LLC
EXPERIENCE • QUALITY • CLIENT SERVICE

POSITION DESCRIPTION

Job Title: Audit Manager

Summary of Responsibilities:

The primary responsibility for a firm's practice rests with the partners, and the assignment of managers to engagements enables partners to serve a larger number of clients effectively. Managers must have a complete knowledge of the firm's philosophy and be conversant with its reports, its letters relating to matters of policy and its opinions on financial matters. Managers must maintain and develop expertise in the profession. To make broad decisions in the course of their work, managers must be knowledgeable of the general economic and political trends of possible tax or other legislation that could affect the business climate.

Managers are the liaison between the partners, the client and the professional staff, and are generally responsible for all phases of an engagement.

Essential Functions:

- Maintains steady contact with clients throughout the business year, which involves a thorough knowledge of the client and all facets of the client's business rather than mere routine attendance to immediate problems
- Prepares the engagement letter and any subsequent modifications for approval by a principal, answers any questions the client may have so there is a complete understanding of the nature and terms of an assignment, including an estimate of fees, and sees that the engagement letter is signed by the client and returned before the start of the engagement.
- Reviews staff assignments, making certain they are appropriate; since this is a continuing duty, the manager must be fully familiar with the qualifications of all staff members.
- Evaluates internal controls and work programs prepared by the staff and, if necessary, revises the work program, then discusses the work program and time budget with the principal to obtain approval.
- Follows the progress of the work during an engagement in relation to budgeted time and scheduled dates of completion, spending as much time as possible with the client's management group, periodically reviewing the working papers in the field as the job progresses. Determines whether all phases of the engagement are being carried out properly and in the best sequence. Anticipates the problem areas and questions that might arise.
- Knows the client's impression of the conduct of the engagement.

- Keeps the principal informed of all important developments in the work, analyzes the major problems that occur and recommends solutions.
- Resolves problems with the principal's approval and reviews the report drafted by the in-charge or senior accountant as the engagement nears completion.
- Follows reports through processing, answering any questions that arise, submits the reports to the principal for final approval and signature, and supervises the distribution according to the client's instructions.
- Deals directly with the client's attorney or brokers, taxing authority agents, and other third parties
- Supervises the preparation of management letters and tax returns in a manner similar to that discussed above.
- Prepares the current billing memorandum.
- Prepares staff performance evaluations and discuss them with staff members.
- Promotes the most efficient operation of the firm by planning engagements and managing professional personnel. Should work to develop a responsible and trained staff by assisting in recruiting, developing training aids, and acting as an instructor in professional development programs.
- Should make associations to develop new business for the firm and to maintain its professional image in the community. Doing so may include taking an active role in professional, civic, or charitable organizations, delivering talks, and writing articles for publications.
- Maintains a knowledge of general economic and political trends, and, of possible tax or other legislation that could affect the business climate.
- Prepares other reports and projects as requested from time to time by the principals.
- Embraces the Firm's strategy on deepening specialized knowledge sharing (e.g., attending appropriate external training, using KnowledgeSpace, take an active role in industry trade groups, etc.)
- Recognizes areas of potential technical issues and high risk areas; works with the partner, other client service team members and the appropriate Firm experts to manage their timely resolution.
- Develops expertise in a particular area of practice and in an industry or other specialized field.
- Promotes the Firm's image as business consultants and communicates our global brand initiative.
- Is familiar with our Firm resources and the potential client base in own area of specialization.
- Understands the critical success factors for the client's business and is responsive to client needs.
- Identifies potential business opportunities with existing clients; assists in preparation and execution of strategy to win new business.
- Has the confidence of client management and acts as a key point of contact between the client and the Firm.
- Adds value to our services by identifying client expectations and then meeting mutually agreed upon objectives.
- Serves in leadership capacity internally and acts as a mentor to others.
- Demonstrates effective presentation and writing skills internally and externally.
- Wins respect of others through demonstrating personal and professional effectiveness.
- Enhances performance through professional development.
- Seeks and acts on constructive upward or downward feedback.
- Manages time to operate proactively rather than reactively.
- Plans projects to minimize stress on team.

- Supports and attends mandatory office or division meetings.
- Participates in the conduct of training and ensures that staff attend appropriate, required, and elective training.
- Seeks opportunities to mentor with less experienced personnel and provides counsel to promote professional development.
- Takes ownership of retaining high performance individuals.
- Effectively recruits high quality employees and conveys the importance of recruiting.
- Ensures staff receive timely and effective feedback and downward evaluations.
- Manages the planning, administration and wrap up of client engagements.
- Manages the billing and collection of revenue in accordance with arrangements, including change order billing.
- Plans cost reductions and improvement of gross profit over the prior year.
- Manages jobs, staff productivity, chargeable hours, periodic status reporting and timely WIP reporting.

Required Experience:

- Experience in public accounting, demonstrating a progression in complexity, scope and number of engagements managed.
- Demonstrated ability to bring in new business to a CPA firm.
- Performs such other duties as may be assigned.

Educational Requirements:

- Bachelor's degree in accounting or master's degree in accounting.
- Minimum of 40 hours of continuing professional education is required each year.

Required Licenses, Certificates or Knowledge:

- A current and valid certified public accountant's license is required.
- Must be a member in good standing with the Maryland Association of Certified Public Accountants (MACPA).
- Proficiency in use of computers, computer accounting software, and tax software programs.