

Audit Manager

POSITION SUMMARY:

The Audit Manager represents the interests of the firm in interactions with clients; demonstrates an understanding of the link between own responsibilities and the firm's strategies, goals and objectives. They will promote new ideas and business solutions that result in new clients for the firm or extended services to existing clients. Audit Managers act as a trusted advisor with respect and integrity in interactions inside and outside the firm.

ESSENTIAL RESPONSIBILITIES:

Client Service Excellence

- Builds strong relationships with client management, initiating contact outside regular engagements.
- Understands client business, anticipates issues, and communicates frequently with executives.

Engagement Management/Productivity

- Delivers high-quality, profitable services, meeting productivity objectives.
- Manages staff resources effectively to meet deadlines and maintain profitability.
- Monitors budgets, identifies overruns, and recommends billing solutions.
- Conducts annual efficiency reviews to improve processes.

Client Service Quality

- Ensures quality service by clearly communicating deliverables, risks, and expectations.
- Resolves technical issues promptly and meets/exceeds client deadlines.
- Engages tax specialists and other experts as needed.
- Demonstrates mastery of accounting principles and professional standards

Communication

- Maintains ongoing communication with clients and engagement teams.
- Adjusts engagement plans as needed and ensures proper staffing.
- Seeks client and team feedback for continuous improvement.
- Prepares and delivers effective presentations

Leadership

- Provides timely evaluations, feedback, and mentorship to staff.
- Trains, supervises, and supports staff development.
- Addresses behaviors misaligned with business principles

Business Growth

- Identifies and pursues new business opportunities and expanded services.
- Promotes firm capabilities and participates in marketing initiatives.
- Achieves growth targets and generates proposals.
- Engages in community involvement and business development events.
- Consults with clients to help them build and preserve wealth.

QUALIFICATIONS:

- Bachelor's degree in accounting or related field required
- Certified Public Accountant (CPA)
- Extensive experience in assurance services within a public accounting firm
- Proven track record in client relationship management, with experience engaging directly with executives and business owners.
- Strong background in engagement management, including budgeting, resource allocation, and process improvement.
- Experience in leading, mentoring, and developing staff at various levels.
- Prior success in business development, identifying and expanding service opportunities for clients.
- Strong problem-solving and analytical skills, with the ability to anticipate client needs.
- Excellent verbal and written communication skills, including public speaking and presentation abilities.
- Demonstrated ability to manage multiple engagements, meet deadlines, and ensure profitability.
- High level of professionalism, integrity, and commitment to client service excellence.