



POSITION DESCRIPTION

Position Title: SUPERVISOR - AUDIT

Classification: Full-Time, Non-Exempt

Reports To: Partner, Manager and/or Senior

Supervises: Staff Accountants

SUMMARY OF RESPONSIBILITIES

As a leader in Audit, quality is our top priority, and by focusing on innovation, we continue to raise the bar on quality and deliver greater value to our clients. We invest heavily in our employee and client relationships that will differentiate us and our audit approach. As a Supervisor, you will lead teams to deliver quality audits implementing this approach to our clients, learning and understanding their business, the risks they face and their internal controls. Supervisors have the capability to perform a wide variety of diversified accounting and auditing assignments while maintaining profitability through competent completion of engagement assignments.

ESSENTIAL FUNCTIONS

- Assist in running client engagements including pre-audit planning for audit engagements, review client accounting and operating procedures and systems of internal control and conduct audit tests which are sufficient in scope to support professional opinions as to the fair representation of client financial statements.
- Completes multiple engagements of medium complexity with an emphasis on quality standards, timely completion within budget, and profitability.
- Coordinates the completion of financial statements, work papers and reviews financial statements and work papers prepared by the staff accountants.
- Performing audits under Generally Accepted Accounting Principles (GAAP), American Institute of Certified Public Accountants (AICPA) auditing standards, and Governmental Accounting Standards Board (GASB)
- Utilizing audit software per a paperless audit
- Identifying and assisting in the remediation of control deficiencies and misstatements through in-depth testing and analysis;
- Interacting directly with senior management of the audit team and audit clients to discuss auditing findings, issues and resolution
- Must be able to multi-task, have a high degree of initiative, take on a variety of projects at a time, and effectively manage time.
- Ability to travel
- Supervises, trains, and develops staff assigned to engagements.

- Regularly exercise discretion and judgment involving corrective measures with client data. Comparisons and evaluating possible courses of action and making decisions after considering various possibilities.
- Compiles research and prepares reports on various audit or financial issues.
- Sitting majority of the time, some bending, stooping, kneeling, and walking.
- Lifting requirements of 30 pounds to carry audit bags, computers, and peripheral equipment to client locations.

OTHER FUNCTIONS

- Actively participates in the Firm's business development efforts. Professionally represents the Firm at business and community functions.
- Represents the Firm through participation in professional, charitable, and/or civic organizations.
- Participates and promotes Firm committees and activities.

EDUCATIONAL REQUIREMENTS

- Bachelor's Degree in Accounting or Finance and eligible to sit for the CPA exams.
- Minimum of forty hours (40) of annual continuing professional education (CPE).
- Participation in career development programs to improve managerial, communication, and interpersonal skills.

REQUIRED EXPERIENCE

- 2-3 years of progressive public accounting experience
- Excellent client service
- Outstanding analytical, organizational and project management skills
- Demonstrated use of computers, computer accounting software and programs.
- Able to utilize advanced Excel tools including Pivot Tables, VLookup, and macros
- Demonstrated written and verbal communication skills to effectively interface with all levels of Firm personnel, clients and outside business contacts.

REQUIRED LICENSES, CERTIFICATES, OR KNOWLEDGE

- Valid Driver's License and proof of insurance.

WORKING CONDITIONS

- Frequent same day travel for work at client offices, meetings, and seminars using personal vehicle.
- Out-of-town travel with overnight stay for work at client offices, meetings, or seminars.
- Overtime work, as required, throughout the year. Heavy overtime required during audit season, September 1st – December 15th.

SAFETY HAZARDS OF THE JOB

- Minimal hazards. General office working conditions.

EMPLOYER RIGHTS

This position description does not list all the duties of the job. Employees may be asked by supervisors, managers, or partners to perform other duties. Performance evaluations, in part, will be based upon performance of tasks listed in this position description.

The Firm has a right to revise this position description at any time. The position description is not a contract for employment. That is, employment with the Firm can be terminated with or without cause, and with or without notice, at any time, at the option of the employee or that of the firm.

Printed Name and Signature of Employee
Supervisor - Audit

Date