



A&A SUPERVISOR

SUMMARY: The A&A Supervisor is responsible for larger more complex engagements than the A&A Senior Associate and may manage two or more engagements simultaneously. Supervisors assume responsibility for supervising engagements and special assignments, can review working papers and financial statements, and can communicate with clients on a one-on-one basis. Supervisors are responsible for complying with pronouncements of professional and other regulatory groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, but are not limited to, and are required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assumes full responsibility for supervising engagements and special assignments using established firm policies and procedures.
- Coordinates various phases of engagements, plans engagements, budgets time and expenses, monitors actual performance against budget, reviews working papers for accuracy and completeness, and reviews financial statements for suitability of presentation and adequacy of disclosures.
- Resolves accounting and auditing problems as they arise.
- Provides supervision and on-the-job training to staff assigned to engagement.
- Studies and evaluates clients' internal controls.
- Assigns work to staff members based on their knowledge and capabilities.
- Supports training of staff members, offers guidance and direction, gives constructive criticism of working papers.
- Ensures that working papers, financial statements, tax returns, and letters of recommendation are prepared in accordance with generally accepted professional and firm standards.
- Communicates engagement's progress, problems, resolutions, financial information, tax activity and other business concerns to the client.
- Reviews with manager or partner significant findings that raise questions involving accounting principles or statement presentation.
- Prepares or reviews financial statements, notes, schedules, management letters, and tax returns for later discussion between manager or partner and the client.
- Prepares staff evaluation reports.

OTHER FUNCTIONS:

- Serves in educational programs as an instructor or discussion leader.
- Participates in firm's practice development efforts including expanding services to clients.
- Prepares other reports and projects as requested from time to time by managers or partners.
- Such other duties as may be assigned.

SPECIAL SKILL REQUIREMENTS:

- Proficient computer skills, including Microsoft Word and Excel.
- Ability to define problems, collect data, establish facts, draw valid conclusions and present in a structured manner to a member of higher staff or client.
- Ability to interpret an extensive variety of technical instructions and manage several abstract and concrete variables.
- Must have good interpersonal and communication skills; and the ability to interact professionally with outside contacts. Examples of outside contacts include, but are not limited to: clients and client personnel; government agency officials and bankers.
- Should be detail-oriented, have good organizational skills and possess the ability to prioritize.

REQUIRED EDUCATION and EXPERIENCE: Bachelor's Degree (B.S.) in Accounting from a four-year College or University and five or more years experience in public accounting, demonstrating a progression in complexity, scope, and number of engagements managed.

REQUIRED CERTIFICATES, LICENSES or KNOWLEDGE: A current and valid Certified Public Accountants license.
OR working towards obtaining CPA license.