



Audit & Assurance Manager

Position Summary:

The A & A Manager is responsible for leading attest engagements, managing client relationships, and ensuring the delivery of high-quality services. This role requires strong technical expertise in accounting and auditing standards, excellent leadership skills, and the ability to mentor and develop team members.

Key Responsibilities:

- **Engagement Management**
 - Plan, execute, and finalize attest engagements for a portfolio of clients.
 - Ensure compliance with professional standards, firm policies, and regulatory requirements.
 - Review financial statements and related disclosures for accuracy and completeness.
- **Client Service**
 - Serve as the point of contact for clients during engagements.
 - Build and maintain strong client relationships through proactive communication and value-added insights.
 - Identify opportunities to expand services and support business development efforts.
- **Team Leadership**
 - Supervise, coach, and mentor audit staff.
 - Provide guidance on technical accounting and auditing issues.
 - Foster a collaborative and inclusive team environment.
- **Quality & Risk Management**
 - Ensure audit work is performed in accordance with GAAS and firm quality standards.
 - Develop and monitor engagement budgets and timelines to achieve efficiency and profitability.
 - Address and resolve complex accounting and auditing issues.
- **Other duties as assigned.**

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA) license required.
- 5+ years of experience in public accounting, demonstrating a progression in complexity of auditing and/or accounting tasks.
- Excellent project management, organizational, and communication skills.
- Ability to manage multiple priorities and deadlines.
- Experience with audit software and data analytics tools are preferred.
- Industry specialization (e.g., agriculture, construction, and nonprofit) is a plus.

- Proven ability to lead teams and develop junior staff.
- Strong business acumen and ability to identify client needs.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to work independently and as a part of a team.

Travel Expectations

- Occasional same day travel for work at client's offices, meetings, and seminars will be expected using a personal vehicle.
- Occasional overtime work required throughout the year.