



AUDIT MANAGER JOB DESCRIPTION

JOB SUMMARY:

The audit manager reports to the Practice Leader and is responsible for managing client engagements to ensure the delivery of high quality work, practice development projects as well as coaching, advising and directing team members in providing clients with personalized attention and service.

RESPONSIBILITIES:

Client Service/Engagement Management:

- Inspires client confidence and effectively manages a portfolio of clients and engagements.
- Develops and is accountable for the engagement work plan and assures assigned tasks and responsibilities are achieved within budget.
- Plans, organizes and controls multiple responsibilities and resources to achieve client and firm business objectives.
- Mentors team members to help them achieve their full potential.
- Works with the engagement team and Practice Leader to anticipate engagement and technical matters, interpret new standards and assess and implement solutions.
- Anticipates and communicates budget issues and opportunities to improve engagement profitability.
- Prepares billings and assists in collections.
- Works as an effective engagement leader in completing the following activities:
 - Reviewing and preparing accurate financial statements, footnote disclosures and management letter comments.
 - Assisting with engagement administration including developing audit programs and customized procedures, budgets and engagement letters.
 - Establishing work schedules using effective project management techniques.
 - Researching and analyzing financial statement and audit related issues.
 - Producing reports highlighting issues and potential solutions as well as presenting reports at client board and committee meetings.

RESPONSIBILITIES:

Business & Practice Development:

- Develops and strengthens long-term relationships with senior client management to support their success and to sell/cross-sell products or services.
- Anticipates client needs for new and additional services.
- In consultation with the Practice Leader, helps to develop solutions for clients and manages the implementation of ideas.
- Assists the Practice Leader with implementation and training when new accounting standards are enacted.
- Actively identifies business development opportunities and directs the development of new business proposals, budgets and fee quotes.
- Participates in professional, business and community organizations.
- Develops and nurtures a network of business referral sources.
- Assists the Practice Leader with scheduling staff, Audit Practice team meetings, developing CPE, internal inspection and peer review.

SKILLS:

- Capable leadership, people management and mentoring skills.
- Strong client management skills.
- Excellent project management, organizational skills and attention to detail.
- Robust analytical skills.
- Broad technical and research skills.
- Demonstrated ability to balance multiple priorities and complete assignments within time constraints, budget and deadlines.
- Excellent verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics with strategic and innovative solutions.

REQUIRED QUALITIES – The MWA Way:

- Be kind.
- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.



REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree in Accounting.
- CPA certification and active license.
- Minimum 8 years audit experience in a public accounting firm, with at least 5 years conducting nonprofit audits.
- Thorough understanding of GAAP, generally accepted auditing standards, internal controls and complex audit procedures and techniques.
- Understanding of Form 990 and related tax returns and ability to review Form 990 returns is a plus.
- Understanding of unrelated business income is a plus.
- Experience conducting ERISA audits and/or audits under the Uniform Guidance is a plus.
- Proficiency in Microsoft Office software programs, QuickBooks, Engagement and GoFileRoom software (or equivalent software).

ABOUT MWA:

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms, high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicagoland for associations, foundations and charitable organizations.

At MWA, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

We provide professional development opportunities which contribute to a collaborative and meaningful environment that protects the work-life balance of employees. We dedicate time to training and mentoring professionals throughout their careers at MWA and we have fun along the way!

HOW TO APPLY:

Interested candidates should email their resume to info@mwa.cpa with "Audit Manager Job Application" in the subject line.