



CLIENT ACCOUNTING SERVICES SUPERVISOR JOB DESCRIPTION

JOB SUMMARY:

The Client Accounting Services Supervisor position reports to the Client Accounting Services Practice Leader and is responsible for organizing and managing engagements to provide accounting, tax and bookkeeping services to clients, financial statement analysis and working as an integral member of both the Tax and Audit Practice Teams.

RESPONSIBILITIES:

- Acquires strong working knowledge of client's business.
- Builds strong working relationships with clients to gather information, resolve problems and to sell/cross-sell products or services.
- Effectively documents work, identifies and solves issues.
- Identifies and communicates client and engagement issues as well as progress in a timely and organized manner.
- Assists in identifying business development opportunities and in developing new business proposals, budgets and fee quotes.
- Supervises, trains and mentors Client Accounting Services Associates.
- Stays current with new technology that enhances efficiency and effectiveness.
- Works as an effective team member to accurately complete engagements and tasks, including:
 - Performing financial statement analysis
 - Downloading banking and credit card transactions into QuickBooks, automating the process with available technological capabilities.
 - Preparing bank reconciliations and reconciling all balance sheet accounts.
 - Preparing monthly journal entries and month-end close procedures.
 - Preparing quarterly and annual payroll reports.
 - Preparing monthly and annual financial statements, including analyzing for reasonableness.
 - Preparing sales tax returns.
 - Preparing tax returns and tax planning calculations.
 - Reviewing less complex individual and business tax returns.

SKILLS:

- Strong project management, organizational skills and attention to detail.
- Strong ability to analyze financial activity
- Ability to assist with client budget preparation process
- Ability to assist with developing and maintaining accounting procedures and practices
- Knowledge of accrual-based accounting
- Expert knowledge of QuickBooks and other accounting software.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics.



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 degree in Accounting.
- 6+ years of client accounting services and income tax preparation experience in a public accounting firm
- QuickBooks Pro Advisor certification.
- CPA certification and active license (or actively working to obtain certification) preferred.
- Enrolled Agent certification is a plus.
- Proficiency in Microsoft Office software programs, ProSystem fx Tax, 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 Chicago 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.

HOW TO APPLY:

Interested candidates should email their resume to careers@mwa.cpa with Client Accounting Services Supervisor Job Application in the subject line.