



**Job Title:** A&A Supervisor  
**Department:** A&A  
**Reports To:** Professional(s) in Charge of Assignments

### **SUMMARY**

Performs a wide variety of diversified accounting and tax assignments within budget for two or more complex engagements. Performance is judged based on the quality of work, application of accounting knowledge, and ability to meet time constraints.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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 workpapers 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 Team Members based on their knowledge and capabilities.

Supports training of Team Members, offers guidance and direction, and provides constructive criticism of workpapers.

Ensures that workpapers, financial statements, tax returns, and letters of recommendations 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 Director significant findings that raise questions involving accounting principles or statement preparation.

Prepares or reviews financial statements, notes, schedules, management letters, and tax returns for later discussion between Manager or Director and the client.

Participates in the Firm's practice development efforts including expanding services to clients.

Attends functions and events that promotes the Firm with clients, potential clients and peers.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; providing performance feedback; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) or Master's degree in accounting from four-year college or university; minimum four years related experience and/or training. Minimum of forty hours of continuing professional education is required each year to develop technical and supervisory skills to provide and supervise services to clients.

### **SPECIAL SKILLS**

Computer literate.

Good interpersonal skills.

Good organizational skills.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATIONS**

C.P.A. preferred

Valid driver's license.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, frequent same-day travel for work at a client's office, meetings and seminars using a personal vehicle. In addition, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Occasional overtime is required throughout the year. Heavy overtime work is required from February 1 through April 15, which may be in excess of 55 hours per week.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment changes with the client and the professional services provided for that client. A significant percentage of time will be spent indoors in an office atmosphere. Occasionally client work could be outside, in a warehouse, on factory floors, etc., if necessary.

## **OUTSIDE CONTACTS**

Examples: Client personnel, government agency officials, and bankers.

Typical nature: Resolving issues, researching transaction discrepancies and follow-up on client satisfaction.