



Job Title: Assurance Supervisor
Department: Assurance
Reports to: Assurance Manager/Senior Manager/Principal
Level: Exempt
Location: To Be Determined
Last updated: October 2021

Summary of Responsibilities:

An Assurance Supervisor is responsible for seeing smaller engagements through from start to finish 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 pronouncements of professional and other regulatory groups.

Essential Functions:

- Possesses strong technical skills, maintains high attention to detail, provides for a high quality work product, and ensures application of professional and firm standards
- Meets time constraints and client deadlines
- Provides supervision and on-the-job training to team members assigned to engagement
- Supports training of team members, offers guidance and direction, gives constructive criticism of working papers
- Develops Assurance/attest work plan, budget, and staffing
- Develops first draft of engagement letters and PBC lists; works with client on timing of engagement
- Proposes scope of testing required in an Assurance and selects the transactions to be tested
- Prepares routine correspondence to client for approval and signature of a manager or partner; prepares draft management letters
- Drafts reports including footnotes, rep letters, and other required schedules, reports, etc.
- Performs the broadest range of necessary tasks so that direct participation of supervisors, managers or partners is kept to a minimum
- Performs other accounting, assurance and tax duties as needed in engagements and as assigned by management personnel
- Supervises/develops/coaches team members as assigned
- Set individual goals that support departmental and firm goals
- Perform other duties as assigned



Education, Experience, and Skills:

- Bachelor's degree in accounting from an accredited college or university
- A minimum of five (5) years of experience in the Assurance area of public accounting
- Intermediate knowledge of Microsoft Office
- Complete assigned CPE or professional development courses as required annually
- Current and valid CPA license required

Expectations:

- Respect and earn the respect of fellow team members
- Take ownership of identified processes and responsibilities
- Keep open communications with manager, team and leadership
- Perform work with confidence and pride, follow through to completion
- Dependable
- Make informed decisions – discuss with manager when needed
- Grow and learn from past mistakes
- Work in a safe, clean and employee friendly atmosphere
- Work personal/professional development plan
- Must have flexibility with work schedule
- Follow Independence requirements
- Follow Firm policies and procedures

Working Conditions:

- Minimal hazards
- General office working conditions
- Occasional heavy lifting
- Periodic evening and/or weekend work
- Travel as needed

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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