

# Manager (Assurance)

## JOB DETAILS

COMPENSATION RANGE:

TYPE: Full-time, in-person

DURATION: Permanent

AVG. HOURS/WEEK: 37

## JOB DESCRIPTION

Secker Ross & Perry LLP is seeking a Manager to join our assurance team. This position will include, but is not limited to, the following responsibilities:

- Leading the client engagement team in the planning, organizing, and managing of engagements to meet deadlines
- Supporting and assisting Senior Managers and Partners on assurance engagements for a variety of industries
- Involvement with various stages of personal tax return preparation
- Building and maintaining professional relationships with clients and industry contacts
- Ability to work overtime as needed to accommodate client deliverables

## ABOUT YOU

You enjoy the challenge and diversity that public accounting brings, but are looking for more responsibility and a change in environment.

You like working directly with clients, partners, and senior staff, managing client files and business relationships.

You want to take your career to the next level with close mentoring and/or by pursuing professional development. You enjoy coaching and training younger professionals.

## QUALIFICATIONS/WORK EXPERIENCE

- You have or are working towards a CPA designation
- 4-6 years' experience with a public accounting firm
- Experience working with private company clients and non-profit organizations
- Ability to prioritize and manage multiple tasks and deadlines
- Strong work ethic, communication and organizational skills
- Proficient in Microsoft Office suite, financial statement preparation, personal and corporate tax preparation (experience with CaseWare and Taxprep considered an asset)
- Training provided as required to a suitable candidate