



## FamilyFirst Program

### FamilyFirst!

At Malone & Bailey, PC, we employ “whole” people who care about both their work and their personal pursuits. We’ve developed our FamilyFirst Program to support our professionals as they build successful careers with our firm and also balance the need for flexibility in their work schedules to fulfill on their family and personal commitments.

### FamilyFirst Program Participants

CPAs who are experienced auditors and want to work:

- From home part-time on a project basis
- Full-time, with no overtime and/or some work at home
- Flexible full-time hours or the ability to work both from home and the office

Requirements to Participate in the FamilyFirst Program:

- An accountant with at least 2 years of audit experience (or at least 5 years to work only from home so minimal supervision is needed)
- Good, clear communication skills
- Ability to demonstrate and be measured on results
- Independent worker and problem-solver
- Ability to come into the office occasionally
- Appropriate technology set up at home with a:
  - Printer
  - DSL or cable Internet access (high-speed)

### FamilyFirst Program Options

Our audit practice consists of small to mid-size public company audits, and we audit more of them than any firm in the nation. To support our growth, we welcome qualified CPAs with audit experience and diverse backgrounds to join our team. Our FamilyFirst Program provides our professionals with the flexibility to schedule when and where they work.

*“The emphasis on work-life balance at Malone and Bailey is real. It gives me the freedom and flexibility to work around appointments or other obligations I have. With this flexibility, I am able to be productive at work and balance my personal commitments, which is fulfilling and rewarding for me - and minimizes my stress about how to get it all done.”*

**Rouga Omidi** SEC Staff Auditor

*“Our busy season at Malone & Bailey does get hectic at times, but with the accrued vacation hours and the commitment to 40 hour work weeks on weeks following our major deadlines, I enjoy both a well-balanced personal and professional life. My leaders are attuned to my goals and the realities of my personal life and help me to achieve both.”*

**Phillip Wood** SEC Senior Auditor

## **Our programs include:**

**Defined Overtime Program** | For full-time professionals, our defined overtime program enables you to project your availability for paid overtime six months in advance. Because our clients' filing periods are well defined, you can easily anticipate our peak periods. This program enables you to:

- ◆ Declare your planned work hours twice per year, including how much overtime you will work

**Zero Overtime Program** | Our zero overtime program is for professionals who need a full-time income but are unable to work more than a 40 hour work week. This program is perfect for those who need to limit their hours to balance personal or family needs. This program enables you to:

- ◆ Declare your need for zero overtime twice per year, setting up a schedule to work a standard, 40-hour work week for the upcoming six month period

**Flexible Work Hours** | Our flexible work hours program enables you to develop a meaningful career with advancement opportunities, working on challenging SEC audit engagements while choosing to work a flexible full or part-time schedule. This program enables you to:

- ◆ Start your work day in our office any time from 6:30 a.m. to 9:00 a.m.
- ◆ End your work day in the office anytime after 2:30 p.m. and complete your work from home
- ◆ Define your workload and schedule in collaboration with your manager, based on practice needs
- ◆ Receive support from managers and partners during regular office hours via phone calls and email when working from home

**Telecommuting** | Our telecommuting program enables professionals with no less than 5 years of financial statement audit experience to work from home the majority of your work hours, coming into the office on occasion as needed. This part-time program allows you to tell us how many hours you want to work per quarter and we'll try to fill it for you. We will supply you with a computer and all necessary software and will train you on our CCH Engagement paperless audit software if needed.

This program is perfect for those who need to work from home to manage personal or family needs. This program enables you to

- ◆ Work part-time, with work hours based upon your needs and the needs of our practice
- ◆ Work on a project basis based on our client workload, deadlines and your time commitments
- ◆ Be paid by the project so that your work-at-home efficiencies can help you realize more the more productive you are
- ◆ Receive support from managers and partners during regular office hours via phone calls and email when working from home

## **Our Infrastructure Makes It Possible**

At Malone & Bailey, our small public company audits are like any small business audit, with an added layer of SEC reporting and disclosure complexity. The SEC issues are known - we can teach those skills. We review financial statements quarterly, and we also perform selected audit procedures on debt, equity and major transactions quarterly to ensure high-quality interim reporting, so our work isn't solely concentrated in the springtime.

We have invested in paperless and digital technologies, so all of our files are electronic, making work-from-home programs far easier to administrate.

We audit most of our clients remotely - that is, we don't have to be in their offices while we work. This significantly reduces our travel requirements, making our FamilyFirst programs more than manageable.

***To build a career and keep your personal and family commitments, email your resume and salary history to [careers@malone-bailey.com](mailto:careers@malone-bailey.com).***