

SEC Audit Manager Job Description

Job Title: SEC Audit Manager	Reports to: Audit Partners
Job Summary: The SEC Audit Manager is responsible for all phases of project and engagement management for multiple clients in a wide variety of industries.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Duties & Responsibilities:

- Adhere to the highest degree of professional standards and strict client confidentiality.
- Manage, direct, and monitor client service teams on multiple engagements
- Plan, execute and complete external audits in a wide variety of industries.
- Understand and manage firm risk on audits.
- Develop a project vision and set challenging personal and team goals.
- Maintain communication with clients to manage expectations and ensure that deadlines are met.
- Manage client accounts, including billing, fee analysis and collection.
- Review all work before submission to Audit Partner for further review.
- Work with other Managers to help ensure the proper deployment of the audit staff.
- Manage, develop, train and mentor staff on projects and assess performance.
- Perform other duties as necessary.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Dedicated to superior client service.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- Minimum of 5 years of recent work experience as an auditor at a public accounting firm.
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel).
- SEC audit experience.
- Demonstrated supervisory experience with strong communication and excellent client and project management skills.
- Knowledge of FASB regulations, GAAP and GAAS.
- Advanced working knowledge of technical literature.

Education and Licenses:

- Bachelor's degree in Accounting or related field.
- Advanced degree is highly desirable.
- CPA certification (active) required.

10350 Richmond Ave., Suite 800 • Houston, TX 77042 • 713.343.4200
15 Maiden Lane, Suite 1003 • New York, NY 10038 • 212.406.7272
www.malonebailey.com

