

SEC Audit Manager

Job Title: SEC Audit Manager	Reports to: Audit Partners
Job Summary: Manage SEC public company and private audit accounts, develop audit strategy, assess key risk, oversee audit programs and ensure audit methodology is in compliance.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Manage SEC public company and private audit accounts, develop audit strategy, assess key risk, oversee audit programs and ensure audit methodology is in compliance;
- Supervise an audit staff responsible for the examination and analysis of accounting records to determine the financial status of establishments;
- Responsible for the preparation of financial reports concerning operating procedures;
- Oversee the analysis of clients' business operations, trends, costs, revenues, financial statements, and obligations to project future revenues and expenses;
- Oversee and assist the audit staff with the examination and appraisal of clients' internal controls and accounting practices affecting the financial conditions and operating results;
- Responsible for the coaching, mentoring and training of the audit staff as well as performing analytical work related to the execution of generally accepted auditing standards that require the application of professional accounting knowledge, standards, and principles;
- Collects and analyzes client data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies;
- Report to upper management about asset utilization and audit results, and recommend changes in operations and financial activities; Prepare detailed reports on audit findings and confer with company officials about financial and regulatory matters.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Experience in recruiting and general administrative functions.
- 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.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- 5 years experience as Auditor with public accounting firm

Education and Licenses:

- Bachelor's degree or its equivalent in Business Administration, Accountancy, or Finance
- CPA certification (any country)

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

