



Quality Control Leader
Audit, Accounting and Advisory Services Department (AAA Department)
Full or Part Time

Job Summary

This professional position is responsible for being a team leader for processing, supervision of two paraprofessionals, assistance with workflow management, coordination of staff training, and quality control of all AAA department deliverables.

This position is responsible for reviewing all client correspondence, financial statements, proposals and other materials as requested. The services offered from the AAA department include: accounting assistance, attestation, consulting, preparation, compilation, review and audit engagements for a wide range of industries.

This position performs a variety of advanced administrative functions as needed and is responsible for the general administration of the quality control team. Advanced administrative responsibilities include: research of accounting and auditing standards, supervision of CPE course offerings and CPE tracking for the AAA department.

Responsibilities

- Serves as point of contact for requests, distribution of workflow among the team and communications within the Audit, Accounting, and Advisory Services Department.
- Reviews, proofs and analyzes correspondence and suggests revisions, financial statements, proposals, and other materials for completeness and accuracy based on current guidance
- Monitors workflow for efficiency and quality control
- Produces preliminary and final client products including emailing, coordination of: printing, copying, collating, folding, binding, and delivery as needed
- Implements updates to deliverables as suggested by internal peer review, and updated standards
- Manage the quality control team, provide guidance, assistance and training
- Skilled at Microsoft Word, Excel, Adobe Acrobat, and other AAA software (CaseWare)

Qualifications

CPA preferred

Education

- Bachelor's / Master's degree accounting

Technical Skills

- Continuous education to stay well informed of current accounting and auditing standards
- Ability to understand complex financial statements and reporting
- Strong technical accounting background
- Strong written and verbal communication skills
- Demonstrated ability to lead a group of individuals
- Exceptional knowledge of Microsoft Word and Excel and Adobe Acrobat

Special Requirements Specific to the Job

- Strong attention to detail
- Execute assignments of a confidential nature; requires ability to keep matters confidential
- Demonstrate a working knowledge of the technology tools required within assigned responsibilities
- Apply technical/procedural requirements to the position based on knowledge and experience
- Effective organization and time management skills
- Ability to supervise and review the results of projects or assignments
- Assist in scheduling workload within the quality control team, ensuring that adequate coverage is available
- Ability to train, mentor and provide guidance and feedback to other team members, and evaluate quality control team performance
- Ability to support and implement change, update deliverables based on current guidance as applicable
- Ability to work individually and with the team
- Ability to communicate with diverse audiences

Experience

- 5 years of relevant experience
- Experience in public accounting is a plus, but not required

Management

- Minimum of 1 year of experience in supervising a team
- Ability to lead and direct a group of employees in areas such as assigning, monitoring, reviewing progress and accuracy of work, directing efforts and providing guidance on complex issues