

CULLEN & DANOWSKI, LLP
Audit Manager Position

Position responsibilities, essential skills and experience requirements:

- ◆ Bachelor's degree or higher in accounting
- ◆ Certified Public Accountant in New York State
- ◆ 7 or more years of auditing experience, preferably in the governmental and/or not-for-profit sectors
- ◆ Ensure the timely completion of audit engagements in accordance with professional standards
- ◆ Ensure the accuracy and timely delivery of all audit-related documents
- ◆ Act as the primary contact with clients
- ◆ Conduct entrance and exit meetings with audit clients and governing boards
- ◆ Supervise the audit engagement teams and manage each team's efficiency and productivity
- ◆ Control the quality and consistency of the audit engagements
- ◆ Communicate audit issues and status to the partners and clients on a timely basis
- ◆ Help develop in-house training programs for the Firm's audit staff on accounting standards and audit processes
- ◆ Research complex accounting and auditing issues and provide partners and audit staff with analyses and conclusions
- ◆ Help tailor and develop audit programs specific to audit clients
- ◆ Attend networking events to promote and market the Firm
- ◆ Promote a team environment
- ◆ Must have strong technical skills and command of the audit process, including risk assessment, internal controls, audit sampling, and reporting
- ◆ Possess excellent verbal and written communication skills
- ◆ Able to prepare financial statements and other required communications
- ◆ Working knowledge of federal Uniform Guidance and single audit requirements
- ◆ Possess the ability to manage multiple audit engagements
- ◆ Possess strong organizational and time management skills with attention to detail
- ◆ Proficiency with Microsoft Excel, Word, PowerPoint software

Reporting to this position:

- ◆ Staff accountants
- ◆ Audit seniors
- ◆ Audit supervisors

General sign-off:

- ◆ The employee is expected to adhere to all Firm policies and to act as a role model in adherence to policies

Competitive compensation package including:

- ◆ Excellent medical, dental, vision benefits as well as other ancillary benefits requiring no waiting period
- ◆ 401(k) Plan
- ◆ FSA
- ◆ Group Term Life Insurance
- ◆ PTO

Please submit resumes to our HR Manager, Kathleen Thieke at kat@cdllp.net