

Williams, Adley & Company-DC, LLP

Manager, Audit and Assurance Services

Location: Washington, DC **Department:** Audit and Assurance Services

Type: Full Time **Min. Experience:** Manager/Supervisor

Company Overview

For more than 35 years, Williams Adley has provided expert accounting, auditing and consulting services to a growing number of federal and state and local government agencies. Our dedication to operating with the highest levels of honesty, integrity and transparency means we frequently go beyond the typical “vendor/client” relationship, becoming trusted advisors to our clients.

General Position Description:

The Manager is responsible for supporting the planning and execution of financial audits, performance audits and attestation engagements including, overseeing the development of detailed work plans, monitoring the progress of the audit, overseeing the drafting of reports, providing outstanding service to the client and maintaining constant communication with their team. Managers are integrally involved in informing clients of the project status and in the submission of the deliverables.

The following are representative, but not all-inclusive, of the knowledge, skills and abilities required to lead in this role.

Duties and Responsibilities:

- Provide guidance, training and evaluations of, and share knowledge with team members.
- Review working papers, financial statements and reports for accuracy, completeness, compliance, and detail.
- Ensure that engagements are carried out and completed within specified deadline and on budget.
- Monitor the progress of the engagement and help resolve accounting, auditing, and reporting problems as needed.
- Work with the team and the client to create plans for accomplishing engagement objectives and a strategy that complies with professional standards and addresses the risks inherent in the engagement.
- Brief the engagement team on the client's environment and industry trends.
- Maintain relationships with client management to manage expectations of service, including work products, timing, and deliverables.
- Demonstrate excellent project management skills, inspire teamwork and responsibility with engagement team members.
- Use current technology/tools to enhance the effectiveness of deliverables and services.
- Assist in the creation of proposals and other new business development efforts.

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Education:

- Bachelor's Degree in Accounting, Business or related field required; Master's Degree preferred.
- CPA or CISA required. MBA, CGFM, CDFM, CIA, CFE, or PMP desirable

Experience:

- 5 years of relevant experience including 1-2 years at the manager level, Comptroller or CFO with supervisory experience
- Prior grants technical assistance, grants management, grant award close out, or grant pre-award audits
- Familiarity with government auditing standards, GAAS, GAAP, COSO, cost accounting standards, NICRA, Catalog of Federal Domestic Assistance (CFDA), Notices of Award (NOA), cooperative agreements
- Familiarity with OMB circulars A-21, A-87, A-102, A-110, A-122, A-123, A-133 and Code of Federal Regulations related thereto, single audits, performance audits, compliance audits
- Past experience in non-profit financial management, incurred cost audits, performance audits, compliance audits, indirect cost or cost accounting audits

Other Requirements:

- Excellent written and verbal communications skills
- Intermediate or better than average computer skills such as Quickbooks, Deltek, Peachtree, Sun Systems, or other comparable systems
- Skilled at using Microsoft Excel, Word, PowerPoint, Access, Visio, and automated work paper software
- Must be able to multi-task and work well under tight deadlines
- Able to perform work that requires attention to detail, analytical ability, and organization
- Must be willing and able to travel domestically and internationally when needed
- U.S Government Clearance eligible and U.S. Citizenship.

Environment

Office setting that requires extensive computer usage, sitting and professional communication.

Benefits and Perks

Travel Globally. Associates participate on projects that can take them all over the world.

Workplace Flexibility. Williams Adley knows that work doesn't have to be completed in the office to be done well, so we honor an anytime, anywhere work schedule when appropriate.

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Tuition Reimbursement and Professional Development. Dreaming of your CPA or Masters? Williams Adley offers tuition reimbursement for anyone who is pursuing advanced education or certifications.

Community Involvement. We give back our time, talent, and treasures by assisting in programs across the DC area to organizations our employees care about.

Additional Information:

- **FLSA Class:** Exempt
- **Status:** Full Time - Regular
- **Work Week:** Monday – Friday, 8 hours a day, some evening and weekend hours may be required in order to fulfill client expectations and deliverables.
- **Reports To:** Senior Manager/Principal/Partner
- **Authorization:** US Citizenship Required
- **Clearance:** Must be able to obtain a security clearance
- **Consideration:** Only candidates that meet the minimum position requirements will be considered and/or contacted to complete next steps.

Williams, Adley & Company-DC, LLP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.