



Pierce Firm, PLLC

Certified Public Accountant

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Audit Manager Position

Pierce Firm, PLLC (Certified Public Accountant – CPA) is located in Fayetteville, Arkansas and is seeking an additional Audit Manager to join our accounting firm to conduct audits and reviews for our growing client base. Employees at our firm have growth and development opportunities. Qualified candidates for the Audit Manager Position will have a minimum of 5 years of experience in a public accounting firm and must have a CPA license, excel in a fast-paced environment, and be able to manage multiple projects at one time.

Compensation and Benefits:

- Compensation:
 - Base Salary + Discretionary Bonuses – salary range from \$65,000 to \$85,000 based on experience
 - Employee Evaluations and Merit Increases
- Vacation: 4 Weeks Paid Vacation + 9 Paid Holidays
- Healthcare: Healthcare Allowance for Employee
- Retirement: Employer Match for Employee Contributions up to 3%

Responsibilities:

- Assist in managing and organizing audits, reviews, and client engagements. Prepare for financial audits and conduct assurance audits and/or reviews for clients.
- Review planning and substantive audit testing
- Educate team members
- Resolve or escalate any client issues or challenges.
- Meet all reporting and auditing deadlines.
- Manage audit team and audit department, schedule clients and team members, manage information received and ensure work is being completed timely and audit issues resolved timely
- Prepare financial statements, reports, and other records.
- Build strong relationships with clients through communication, dependability, and accuracy.
- Marketing
- Complete continuing education requirements and maintain knowledge of financial reporting regulations.
- Communicate with clients via phone and email.
- Become familiar and comply with Pierce Firm’s policies, procedures, manuals, forms, and relevant software.
- Compile and review realization reports for clients and Pierce Firm.

Requirements:

- Minimum of 5 Years of Experience in a public accounting firm – prefer previous experience as an Audit Senior, Senior Auditor, Assurance Senior, Audit Manager, Assurance Manager, Senior Audit Manager
- Must be a Certified Public Accountant and have a minimum of 5 years of audit experience
- Thorough understanding of audit principles
- Strong project management and numeracy skills
- Must be detail-oriented and skilled in meeting deadlines and prioritizing
- Maintain client confidentiality and privacy
- Positive attitude and excellent written and verbal communication skills
- Interact, communicate, and build rapport with the team and clients
- Detail-oriented and able to organize, prioritize, focus, and complete tasks
- Problem solving, conflict resolution, and trouble-shooting skills
- Pass a background check and drug-screening
- Thrive in a fast-paced office environment that works individually and as a team
- Tech-savvy: Excel at using a computer, email, Microsoft Excel, and accounting applications

About Us:

Pierce Firm, PLLC is a full service certified public accounting firm (CPA), with a wealth of knowledge in tax, auditing, and business services (payroll and bookkeeping). The partners each have over 16 years of accounting experience and the firm has been established in the Northwest Arkansas (NWA) community for more than 5 years.

Contact Us:

If you would like to further inquire about the position, please contact Jill Pierce by phone at 479-249-9916 or by email at jpierce@piercep llc.com.