
Job Description

Greene, Dycus & Co, PA, Certified Public Accountants, is a local firm established in Sanford, Florida in 1953. We are a full-service accounting firm committed to providing our clients prompt, reliable and efficient solutions to their accounting, auditing, and tax concerns. We are dedicated to client service, with individual attention and maintaining the highest accounting and ethical standards in the accounting profession. Our firm offers our team members excellent benefits, work-life-balance, and a positive work environment.

We are looking for a **Client Accounting Services Manager** to join our growing team.

Summary of Responsibilities:

Managers have exhibited technical proficiency and the ability to supervise and complete engagements, possess a thorough knowledge of the firm's policies and procedures, and serve as intermediaries between partners, clients, and CAS staff accountants. Managers can perform most engagements with little supervision. They direct and review the work of CAS staff accountants and are capable of making decisions on most bookkeeping, payroll, and accounting. When unusual situations arise, they present the pertinent information to the engagement partner and follow their advice and participate in developing a solution.

Job Responsibilities:

- Know and understand the firm's policies and procedures.
- Possess technical knowledge sufficient to supervise CAS staff accountants and administrative staff.
- Begin developing a command of the AICPA's Code of Professional Conduct, generally accepted auditing standards, and the accounting standards established by relevant designated standard-setting bodies.
- Assume responsibility for planning, supervising, and completing engagements.
- Plan the timing and assigning of CAS staff to engagements.
- Review engagement workpapers, resolve problems, and keep the partner informed of all important developments in the engagement.
- Become proficient at accounting research including a knowledge of the reference sources available to the firm.
- Prepare client billings.
- Evaluate the performance of CAS staff accountants and administrative staff.
- Assist in administrative functions as assigned by the partners.
- Recognize opportunities to provide additional services to existing clients.
- Improve existing Firm procedures relative to processes and workflows.
- Enhance existing Firm revenue stream by generating ideas to increase Firm billings.
- Perform other duties as assigned from time to time by the firm's partners.

Qualification/Skills:

- CPA or EA preferred.
- Bachelor's degree in accounting preferred
- Excellent communication skills
- Supervisory skills
- Attention to detail and accuracy
- Able to multi-task, prioritize, work under pressure, and meet deadlines
- Excellent organizational, problem-solving and project management
- Ability to communicate complex data clearly with team members and clients
- Great interpersonal and client service skills
- Confidentiality

Working Conditions:

- Job involves work in the firm's office or on the client's premises. Work on the client's premises may require the use of the manager's personal car.
- Moderate to low overtime required throughout the year. High level of overtime may be required in January and to complete audit and tax engagements.
- Professional dress Monday – Friday (Casual Fridays permitted).

Experience Requirements:

- Managers normally have a minimum of three years' experience as a senior accountant (or equivalent experience as deemed appropriate by the partners).
- 5+ years of Public Accounting Bookkeeping
- Expertise with QuickBooks
- Advanced computer skills in MS Office and accounting software
- Experience with Thomson Reuters Suite preferred or similar programs
- Familiarity with a wide range of financial transactions including payroll, depreciation, Accounts Payable and Accounts Receivable required

Compensation/Benefits

- Salary range to commensurate with experience.
- Quality benefits package, including rich health benefit plan, life insurance, short term and long-term disability, retirement plan and flex spending account.
- Easy going work environment, flexibility available for work-life balance and family friendly firm.

Headhunters need not respond.

Job Type: Full-time