

Orleans Accounting Firm – Manager

The Firm

We are currently seeking an experienced, motivated and client driven individual to join our accounting and assurance team in the capacity of a Manager. If you are looking for professional growth opportunities in the east end of Ottawa, we would love to meet you!

At Andrews & Co. you can expect to have a rewarding and exciting career. We take care of our people. We understand that our staff is our greatest asset so we offer a competitive salary, paid personal days, health and dental benefits and firm sponsored events in a team environment.

Nexia

We are a member firm of Nexia International, a leading worldwide network of independent accounting firms, providing clients with national and international audit, accounting, tax and advisory services in a cohesive, personal and customized matter. What does this mean for you? Being apart of Nexia International provides opportunities to attend staff training, global conferences and offers unique networking opportunities. Additionally, once a year we participate in Nexia Day Worldwide, a global event which allows us to give back to our respective communities and show our appreciation to our staff.

The Position

Success in this role will require strong organizational and management skills, managing both assurance and non-assurance client engagements and staff development.

You will become a key member of our multi-disciplined team whose role will be focused on helping clients achieve their goals through expert assurance, business advisory and tax services.

Successful candidates will also mentor and assist with the development of professional staff as they progress in their professional careers.

As a Manager you will:

- Apply technical expertise and research in formulating client related recommendations in accordance with professional standards and Firm policies;
- Manage multiple engagements concurrently with sound project management principles;
- Develop and maintain meaningful relationships with assigned clients;
- Conduct pre-engagement planning with the engagement team and scope, plan and manage assignments for maximum profitability and efficiency while maintaining Firm standards;
- Complete the detailed review of assurance and non-assurance engagements to ensure they are in accordance with professional and Firm standards;
- Coach staff to their highest potential by developing their skills and competencies through supervision, consistent recognition and encouragement, mentoring and assignment of client files;
- Conduct and/or provide input on performance evaluations;

- Meet with clients regarding financial statements, other business matters and engagement issues;
- Manage work flow, from initial receipt of information through scheduling, staff allocation and planning and on to final client sign off; and
- Manage staff administrative issues including vacation scheduling and approval, and timesheet validation;

Requirements:

You will hold a Professional accounting designation (CPA);

- a minimum of five years' experience in public practice
- Advanced accounting, auditing and tax skills;
- Excellent verbal and written communication skills;
- Ability to prioritize tasks and manage multiple deadlines;
- Ability to work flexible hours;
- Experience with CaseWare, Caseview and DTMax considered an asset;
- Bilingual in English and French considered an asset.

Please email Jobs@andrews.ca to apply. Only those selected for an interview will be contacted. We thank you for your time and interest in **Andrews & Co.** and we look forward to hearing from you.