

Smith Marion & Co., LLP Job Description

SUPERVISOR

TITLE: Supervisor
CLASSIFICATION: Full-time, exempt
REPORTS TO: Managers or Partners

SUMMARY OF RESPONSIBILITIES

Supervisors can perform most engagements with little supervision. They direct and review the work of staff and senior accountants. They are expected to make decisions on most accounting, tax, and auditing matters. When unusual situations arise, they present the pertinent information to the engagement manager or partner along with recommendations for action.

ESSENTIAL FUNCTIONS

- Complete understanding of and ability to follow the firm's policies and procedures.
- Possess technical knowledge sufficient to supervise engagement team members.
- Possess the skills necessary to develop quality client relationships and loyalty.
- Possess understanding of pertinent IRC sections and regulations.
- Proficient at tax, accounting, and auditing research including knowledge of the reference sources available to the firm.
- Possess a working knowledge of firm technology, including the use of computers, email, and the Internet; and the use of Microsoft Word, Excel, and PowerPoint; and firm tax preparation and time and billing software.
- Evaluate the performance of staff accountants / auditor.
- Assume responsibility for the supervision of tax return preparation engagements.
- Plan, coordinate, and supervise the various phases of an audit engagement.
- Maintain good client retention.
- Present and explain reports to clients.
- Monitor in-house and external deadlines to ensure compliance.
- Perform other duties as assigned from time to time by the engagement managers or partners.

WORKING CONDITIONS

- 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 supervisor's personal car.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours expected.

EXPERIENCE / TRAINING

- Supervisors normally have a minimum of two years' experience as a senior accountant (or equivalent experience as deemed appropriate by the partners).
- Supervisors must have at least a college undergraduate degree and must meet the requirements to sit for the CPA exam.
- Possession of strong organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Ability to plan and identify problems.
- Able to work effectively with staff members, managers, and clients.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.