

Manager of Accounting and Audit Services in the Macon, GA, Office

CB Smith & Associates, a growth-oriented, multi-office CPA firm based in Georgia, seeks a seasoned CPA for the leadership role of **Manager of Accounting and Audit Services** in its Macon office. This is an excellent opportunity to advance your accounting career with a successful firm that highly values both its clients and its personnel. Applications and nominations are invited.

The Firm

CB Smith & Associates is a business advisory and CPA firm that distinguishes itself by delivering big-firm expertise and acumen with small-town thoughtfulness and warmth. The accounting firm endeavors to be a valuable partner to its clients and takes a personal interest in helping them achieve their financial goals and aspirations. It is committed to consistently providing a superior level of service through continuing education and a commitment to quality.

The firm believes its growth is driven through satisfying the growing needs of its clients and providing continuing career opportunities to its employees. Recognizing that in order to retain professional, high-quality, productive, and satisfied personnel, the firm provides employees the opportunity for a better quality of life. It is committed to providing an environment in which personnel can professionally grow and profit.

The company culture of the firm is one that is

- Detail-oriented — quality and precision-focused
- Outcome-oriented — results-focused with strong performance culture

- Stable — traditional, stable, strong processes
- People-oriented — supportive and fairness-focused
- Team-oriented — cooperative and collaborative

The firm has three offices in Georgia: Cumming, Macon, and Lake Oconee. Located 70 miles south of Atlanta, Macon-Bibb County is the business hub of central Georgia and a popular tourist destination. The population of the eight-county metropolitan area is nearly 421,000.

CB Smith & Associates always strives for the respect and recognition from the community and profession for its commitment to quality of service, professionalism, and integrity.

The Position

The Manager of Accounting and Audit Services enables the firm to effectively serve a greater number of clients by focusing on the location's client base, its employee needs, and the potential client base for the local market.

Learn more about CB Smith & Associates
at www.cbsmithcpa.com



Chris Smith, CPA, CGMA
Owner, CB Smith & Associates

With 30 years of financial experience, Chris Smith is passionate about his work. Since founding CB Smith & Associates in 2003, he has led the accounting firm's growth from one to three office locations in Georgia. It now has 35 employees, including a solid team of certified public accountants and other tax professionals.

CB Smith & Associates is a business advisory and full-service accounting firm that works in tandem with its sister company, Reliance Payroll LLC, a full-service payroll and human resources outsourcing firm.

Prior to starting his own firm, Chris was a corporate controller. He earned a degree in accounting from Georgia State University's J. Mack Robinson College of Business and is active in local community groups, such as the Rotary Club and numerous CPA groups.

Manager of Accounting and Audit Services

EXECUTIVE SEARCH

The ideal candidate will be a person who wants to support the surrounding community and the firm's employees by increasing the firm's visibility in the community and by communicating with clients about the firm's abilities, service offerings, and talented staff. The Manager will focus on supporting and growing the existing client base while maintaining the professional standards of the office and developing relationships with the firm's other office locations.

Essential Functions

- Maintains a knowledge of general economic and political trends and of possible tax or other legislation that could affect the business climate.
- Maintains steady contact with clients throughout the business year, which involves a thorough knowledge of the client and all facets of the client's business rather than mere routine attendance to immediate problems.
- Prepares the engagement letters and any subsequent modifications for approval by a principal, answers any questions the client may have so there is a complete understanding of the nature and terms of an assignment, including an estimate of fees, and sees that the engagement letter is signed by the client and returned before the start of the engagement.
- Reviews staff assignments, making certain they are appropriate; since this is a continuing duty, the manager must be fully familiar with the qualifications of all staff members.
- Evaluates internal controls and work programs prepared by the staff and, if necessary, revises the work program, then discusses the work program and time budget with the principal to obtain approval.
- Follows the progress of the work during an engagement in relation to budgeted time and scheduled dates of completion, spending as much time as possible with the client's management group, periodically reviewing the working papers in the field as the job progresses; determines whether all phases of the engagement are being carried out properly and in the best sequence; and anticipates the problem areas and questions that might arise.
- Knows the client's impression of the conduct of the engagement.
- Keeps the principal informed of all important developments in the work, analyzes the major problems that occur, and recommends solutions.
- Resolves problems with the principal's approval and reviews the report drafted by the in-charge or senior accountant as the engagement nears completion.
- Follows reports through processing, answering any questions that arise; submits the reports to the principal for final approval and signature; and supervises the distribution according to the client's instructions.
- Deals directly with the client's attorney or brokers, taxing authority agents, and other third parties.
- Supervises the preparation of management letters and tax returns in a manner similar to that discussed above.
- Prepares the current billing memorandum.
- Prepares staff performance evaluations and discusses them with staff members.
- Promotes the most efficient operation of the firm by planning engagements and managing professional personnel. Works to develop a responsible and trained staff by assisting in recruiting, developing training aids, and acting as an instructor in professional development programs.
- Makes associations to develop new business for the firm and to maintain its professional image in the community. This may include taking an active role in professional, civic, or charitable organizations, delivering talks, and writing articles for publications.
- Prepares other reports and projects as requested from time to time by the principals.
- Meets with individual tax clients to receive tax documents and answer questions when necessary.
- Schedules staff workloads to ensure the timely delivery of daily, monthly, and quarterly accounting and financial reporting services.
- Is a leader that has an open mind, meets deadlines, is growth oriented, and has a teaching mindset.

Manager of Accounting and Audit Services

EXECUTIVE SEARCH

Required Qualifications

Experience

- Minimum of 15 years of experience in accounting, including 10 years in audit and tax
- Experience in both industry and public accounting, demonstrating a progression in complexity, scope, and number of engagements managed
- Demonstrated ability to bring in new business to a CPA firm

Educational

- Bachelor's degree or master's degree in accounting
- Minimum of 40 hours of continuing professional education each year

Licenses, Certificates, or Knowledge

- A current and valid certified public accountant's license
- A member in good standing with the American Institute of Certified Public Accountants and Georgia Society of CPAs
- Proficiency in use of computers, computer accounting software, and tax software programs (Knowledge of Thomson Reuters products is desired, but not required.)

Travel

- 25% (*Preferred*)

Benefits

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Work from home
- Flexible schedule
- Professional development assistance

Additional Compensation

- Commission
- Bonuses

Application and Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

1. Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current resume
 - c) At least three references with full contact information including e-mails (References will not be contacted without consent from applicants.)

Additional information will be requested upon receipt of application.

2. Submit application packet to CBSmith@myersmcrac.com (preferably as PDFs) by **September 9, 2020**, for best consideration.

Submit nominations to CBSmith-nominate@myersmcrac.com with complete contact and e-mail information for the individual being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President and Consultant, of **Myers McRae Executive Search** are conducting this search.

Request a confidential conversation at myersmcrac@myersmcrac.com.



MYERS MCRAC
EXECUTIVE SEARCH AND CONSULTING

515 Mulberry Street, Suite 200, Macon, Georgia 31201
(478) 330-6222 | myersmcrac.com

C. B. Smith & Associates, P.C. is an Equal Opportunity Employer.