

Manager of Accounting and Audit Services

Griffing & Company, P.C.

Public Accounting and Consulting Firm

Salary: Compensation is negotiable (based upon experience)

Job Type: Full-time, Hybrid

Includes: Competitive Salary, Bonuses, Benefits, and Work/Life Balance

Location: Sugar Land, TX

Experience: Bookkeeping/QuickBooks 5+ Years (required); Audit 5+ Years (required)

Education Level: Bachelor's Degree or higher/CPA license (required)

Company Overview and Office Culture

Griffing & Company, P.C. is an established, full service, CPA firm in Sugar Land. We boast the delivery of exceptional client service while maintaining the highest standards of professionalism in all our engagements. Our office cultivates a culture of all around excellence and well-being for our clients and team members. We cherish a close-knit "family" environment that values each individual and encourages skill development to achieve career aspirations. Working collaboratively in a welcoming and relaxed atmosphere, we tackle dynamic challenges to effectively serve the needs of our clients that are primarily located in the Houston metroplex.

Position Overview

We are seeking an individual motivated to join our team as a manager experienced in accounting, bookkeeping, and auditing. This position is important to our ongoing efforts to achieve new heights of excellence. **This is not an entry level position;** a minimum of 5 years of experience is required. Prior accounting or auditing experience within a small to mid-size CPA firm is advantageous.

Essential Duties and Responsibilities

- **Expertise in QuickBooks:** Support clients in maintaining their QuickBooks Desktop and QuickBooks Online files to ensure accuracy and efficiency
- **Financial Reporting:** Prepare comprehensive financial statements to convey the clients' financial health and performance
- **Audit and Review Management:** Conduct audit and review engagements from inception to conclusion
- **Client Relationship Management:** Cultivate lifelong client relationships by understanding their needs and delivering excellent service with proactive solutions
- **Comprehensive Accounting Services:** Attentively execute full-service accounting and bookkeeping tasks
- **Training and Supervision:** Instruct and oversee staff and clients on accounting practices
- **Local Client Engagement:** Possess the ability to travel to various client sites across the greater Houston area, promoting direct engagement and personalized service delivery
- **Marketing and Business Development:** Actively engaging in firm marketing initiatives and client acquisition efforts
- **Financial Administration:** Contribute to client billing and collections processes to ensure timely and accurate invoicing and payment

Qualifications

- Ability to collaborate effectively with colleagues and clients
- 5+ years of recent QuickBooks proficiency
- Expertise in preparing and analyzing financial statements
- Capacity to provide guidance and in-depth consulting to clients
- Excellent verbal, written, and listening skills

Salary and benefits are negotiable. Please e-mail your resume, salary history, and salary expectations to info@griffing.com.