

Audit Manager

Griffing & Company, P.C.

Public Accounting and Consulting Firm

Salary: Compensation is negotiable (based upon experience)

Job Type: Full-time or Part-time, Hybrid

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

Location: Sugar Land, TX

Experience: 4-5 years

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

Company Overview and Office Culture

Griffing & Company, P.C. is a public accounting and consulting firm which is dedicated to quality service with a personal touch. The firm was established in 1987 with a focus on maintaining a close-knit “family” environment that values each individual and encourages skill development to achieve career aspirations. We have many long-term employees of diverse backgrounds that work together collaboratively and embrace challenges to serve the needs of our clients. We are seeking a skilled Audit Manager to join our dynamic team and contribute to our ongoing success.

Position Overview

As an Audit Manager, you will be responsible for overseeing audit engagement from planning through completion, ensuring adherence to audit standards and regulatory requirements. You will manage a team of auditors, work closely with clients, and provide insightful recommendations to improve financial and operational processes.

Essential Duties and Responsibilities

- **Lead Audit Engagements:** Lead and manage audit engagements, including planning, execution, and reporting.
- **Review:** Review and approve audit workpapers.
- **Financial Statement Preparation:** Prepare and review financial statements with comprehensive disclosures
- **Client Relationship Management:** Develop and maintain relationships with clients, providing high-quality service and addressing client needs.
- **Training and Supervision:** Supervise, mentor, and evaluate audit staff, providing training and guidance as needed.
- **Audit Findings:** Prepare and present audit findings and recommendations to senior management and clients.
- **Compliance:** Stay current with changes in accounting standards, auditing practices, and regulatory requirements.
- **Coordination:** Coordinate with other departments to ensure smooth audit processes.
- **Local Client Engagement:** Travel to various client sites within the greater Houston area as needed.
- **Financial Administration:** Manage client billing and collections ensuring timely and accurate invoicing and follow-up
- **Marketing and Business Development:** Actively engage in firm marketing initiatives and client acquisition efforts

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- CPA
- 5+ years of experience in audit, including at least 2 years in a supervisory or management role.
- Strong understanding of GAAP and other accounting and auditing standards.
- Proven experience in managing audit engagements and leading audit teams.
- Excellent analytical, problem-solving, and organizational skills.
- Effective communication and interpersonal skills, with the ability to interact with clients and senior management.
- Proficiency in audit software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Working knowledge of QuickBooks preferred

Why Join Us

- Competitive salary
- Opportunities for career advancement and professional development

- Supportive and collaborative work environment
- Hybrid work schedule
- 401k plan after one-year of employment

How to Apply:

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

Equal Opportunity Employer:

Griffing and Company is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.