

JOB DESCRIPTION

Job Title: Manager	Effective Date: Immediately
Department: Professional	Compensation: TBD
Title of Immediate Supervisor: Partner	

Functional Relations with:

External Clients, Management, Internal Customers, Administrative Personnel

Employment Services will include, but are not limited to:

General and Primary Accountabilities:

1. Assume full responsibility for a number of simultaneous engagements
2. Supervise staff
3. Inform the Partners of issues/progress on engagements
4. Interact with key client management
5. Schedule engagements
6. Monitor due dates, budgets and billings
7. Review work papers and reports
8. Resolve all accounting, auditing and reporting issues
9. Motivate and assist staff in their professional development
10. Become active in professional organizations
11. Assist Partners in practice management and practice development
12. Other duties as assigned

Shared Accountabilities:

Shares with all employees accountability for adherence to corporate standards

Job Requirements:

Education

- CA Designation or other professional designation with membership in a Provincial Institute

Work Experience

- Minimum of 3 years of experience as Supervisor or equivalent experience

Technical Competencies

- Computer proficient
- Knowledge of MS Outlook, Word, Excel
- Experience with Windows applications

Personal Competencies

- Superior technical, analytical, judgemental, managerial and business development skills
- Must demonstrate leadership and integrity
- Excellent interpersonal skills
- Professional Demeanour
- Ability to coach & mentor
- Excellent communication skills
- Excellent client relations skills