

Williams, Adley & Company-DC, LLP

Supervisor, Audit and Assurance Services

Location: Washington, DC **Department:** Audit and Assurance Services

Type: Full Time **Min. Experience:** Mid-Level

Company Overview

For more than 35 years, Williams Adley has provided expert accounting, auditing and consulting services to a growing number of federal and state and local government agencies. Our dedication to operating with the highest levels of honesty, integrity and transparency means we frequently go beyond the typical "vendor/client" relationship, becoming trusted advisors to our clients.

General Position Description:

The Supervisor is responsible for supervision and oversight of audit planning, fieldwork, preparation of reports, and communication of findings and recommendations to the engagement team's management. Responsible for the project staff on-site, the Supervisor provides technical guidance on work assignments and independently performs major segments of the engagement, while being responsible for the team's daily supervision. The Supervisor acts as liaison between project staff and project manager while performing assigned tasks related to the engagement.

The following are representative, but not all-inclusive, of the knowledge, skills and abilities required to lead in this role:

Duties and Responsibilities:

- Responsible for facilitating the detailed test work and overseeing the documentation of results in audit work papers
- Provides guidance and trains team members
- Reviews work papers, financial statements and reports for accuracy, completeness, compliance, and detail
- Tracks the progress of the engagement including the budget and helps resolve accounting, auditing, and reporting problems, as needed
- Creates the work plan and timeline for all project deliverables and performs critical test procedures
- Demonstrates project management skills and inspires teamwork
- Assists in proposal writing and other business development efforts

Education:

- Bachelor's Degree in Accounting
- CPA preferred

Experience:

- 4 or more years of relevant professional experience as an accountant or consultant for a public accounting firm, or a professional services firm

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- Familiarity of Government Accountability Office (GAO) Financial Audit Manual
- Intermediate level understanding of Generally Accepted Accounting Principles (GAAP) and familiarity with AICPA, GAO, and Federal Accounting Standards Advisory Board standards and guidance
- Able to perform financial, program, grant and compliance audits
- Able to draft financial and program audit reports
- Demonstrated leadership or supervisory skills
- Demonstrated ability to multi-task and work under tight deadlines
- Business Development and/or proposal experience, preferred

Other Requirements:

- Excellent written and verbal communication skills
- Able to perform work that requires attention to detail, analytical ability, and organization
- Skilled at using Microsoft Excel, Word, PowerPoint, Access, and Visio
- Working knowledge of Teammate software to document audit work
- Must be willing and able to travel domestically and internationally when needed
- U.S. Government Clearance eligible and U.S. Citizenship
- Able to furnish a writing sample and transcripts upon request

Environment

Office setting that requires extensive computer usage, sitting and professional communication.

Benefits and Perks

Travel Globally. Associates participate on projects that can take them all over the world.

Workplace Flexibility. Williams Adley knows that work doesn't have to be completed in the office to be done well, so we honor an anytime, anywhere work schedule when appropriate.

Tuition Reimbursement and Professional Development. Dreaming of your CPA or Masters? Williams Adley offers tuition reimbursement for anyone who is pursuing advanced education or certifications.

Community Involvement. We give back our time, talent, and treasures by assisting in programs across the DC area to organizations our employees care about.

Additional Information:

- **FLSA Class:** Exempt

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- **Status:** Full Time - Regular
- **Work Week:** Monday – Friday, 8 hours a day, some evening and weekend hours may be required in order to fulfill client expectations and deliverables.
- **Reports To:** Manager/Senior Manager/Principal
- **Authorization:** US Citizenship Required
- **Clearance:** Must be able to obtain a security clearance
- **Consideration:** Only candidates that meet the minimum position requirements will be considered and/or contacted to complete next steps.

Williams, Adley & Company – DC, LLP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.