

## MANAGER/SUPERVISOR – AUDIT & ASSURANCE SERVICES GROUP

**Status:** Full-Time **Education Level:** Bachelor's Degree in Accounting or Finance

**Location:** Philadelphia, PA **Experience:** 5-10 years

### Description

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Heffler, Radetich & Saitta LLP, a nationwide CPA and consulting firm, has managerial/supervisory positions available in its Audit and Assurance Services Group:

#### Responsibilities

- Manage and Oversee Service Team Members
- Conducting audits of financial statements of small and medium-sized privately-held businesses, not-for-profit organizations and governmental entities
- Performing other attest engagements, including field examinations for asset-based lenders, forensic accounting and audits of housing project cost certifications
- Overseeing quality control of the firm's accounting and auditing engagements, including compilations and reviews
- Interface with Clients and top management
- Establish time schedules and manage budgets

#### Qualifications

- Bachelor's Degree in Accounting or Finance
- 5-10 Years of Recent Public Accounting Experience
- Certified Public Accountant
- Strong Computer Skills
- Strong Written and Verbal Communication Skills
- Detail-Oriented

#### Benefits

- Healthcare/Dental Insurance
- Life Insurance
- Long Term Disability Insurance
- 401K Retirement Plan Participation with Employer Match
- Transportation Benefits
- Payroll Direct Deposit

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#### About the firm

Heffler, Radetich & Saitta LLP offers a dynamic work environment that fosters teamwork, professional development and career advancement. As a premier certified public accounting and consulting firm based in Philadelphia, we serve a diversified clientele nationwide and provide challenging career opportunities to our employees. For more information visit [www.heffler.com](http://www.heffler.com).

#### Interested applicants, please forward your resume in confidence to:

Heffler, Radetich & Saitta LLP

Attn: Office Administration

1515 Market Street, Suite 1700

Philadelphia, PA 19102

Or e-mail: [dguglielmo@heffler.com](mailto:dguglielmo@heffler.com)