

Senior Production Manager Job Description

What Your Day to Day Will Look Like

- Oversee, communicate & be responsible for a group of our clients to ensure work is completed along with the senior client managers.
- Prepare & present year-end financial statements & corporate tax returns
- Assist in tax research and client tax planning
- Assist in onboarding new clients by helping to clean up messy books and implementing our systems
- Your team will include senior accountants, intermediate accountants, senior bookkeepers, intermediate bookkeepers, and administrative assistants.
- You will observe team capabilities and coordinate team training on technical issues with the senior client manager.
- Your role is to review your team's work and ensure it for quality and have tasks and jobs done to a 95% to 100% completion stage for the senior client manager.
- You will have the ability to complete jobs for the senior client manager and deliver jobs on a "golden platter" basis.
- You will be task driven but also work with other accountants and bookkeepers, helping and guiding them technically.
- You will not be required to see clients face to face, but occasionally be asked to help the senior client managers with strategic client meetings, business mentoring and strategic tax planning and structuring advice.
- Be accountable for the quality and timeliness of all tasks related to group of clients that are assigned to you

What You Need to Succeed

- You have obtained your CPA accounting designation
- You have at least 8 years of accounting experience
- You have at least 4 years of experience working in a small to mid-size public accounting firm
- You have a master's in taxation (MST) or graduate level courses on tax preparation and research.
- You have experience managing a team
- You are a clear communicator
- You believe in delivering awesome customer service.
- You have corporate tax, individual tax & tax planning experience
- You can take a messy set of books and turn it into something pretty.
- You have experience constructing year-end financial statements
- You can and like working in a fast-paced environment
- You are not required to have an elevated level of interpersonal or selling skills in this role, but you will need to manage a team of accountants and bookkeepers processing work.
- You are a problem solver
- You have experience with various online accounting systems, notably QuickBooks Online
- You have experience with tax preparation software, notably UltraTax.
- You will stay updated on recent technologies and taxation laws.

Performance Feedback

Each month you will speak with the senior client managers, and you will both rate the below core accountabilities

Team Workflow Management	Reviewing Work	Productivity % Chargeable hours
Internal Responsiveness to Emails & Phone Calls	Plan work & Goals Ahead	Cooperation with Team Members
Positive & Enthusiastic Attitude – solutions focused	Reliability – on time to work	Feedback to Client Manager
Rating team based on budgeted vs actual production	Clients – Returning Clients Calls and Emails	Quality of Working Papers
Following Procedures and systems	Ability to deal with complex issues	Preparing jobs to Budget/Time Frame