

JOB POSTING

<i>Role</i>	Team Manager
<i>Reports to</i>	Partner
<i>Location</i>	Tillsonburg or Woodstock, Ontario

Bossy Nagy Group (BNG) is seeking a qualified and energetic Team Manager to join its growing team. If you are a CPA with five (5) or more years' experience in public accounting, are committed to delivering excellent assurance and business advisory services to a wide range of clients, are looking for career progression opportunities and enjoy bringing out the best in yourself and your colleagues, please send your resume and a cover letter to hr@bng-cpa.ca, to the attention of Debi Sanderson.

ABOUT BNG

Bossy Nagy Group (BNG) is a highly qualified and committed team of Chartered Professional Accountants, non-designated accountants, accounting students and administrative professionals who share a goal and a purpose: to help our clients build better businesses. BNG offers a wide range of assurance and business advisory services from three offices in Southwestern Ontario: Tillsonburg (head office), Delhi and Woodstock.

BNG is recognized as a leader in the accounting and business coaching field by major banks, other financial institutions and accounting firms and, most importantly, by our clients. Using proprietary processes and keeping a strong focus on results, we help our clients continually apply their strengths and make the most of business opportunities.

SUMMARY OF DUTIES

The Team Manager holds a key leadership position at BNG. Reporting to one of our Partners, the Team Manager is responsible for managing a team of accounting resources to deliver exceptional assurance and business advisory services to our clients. The Team Manager is responsible for resource planning, workflow management, training, team member development and conducting First Reviews.

CORE DUTIES

Compliance Services

- Understand, contribute to and execute the strategic direction of BNG
 - Ensure all assignments are completed in accordance with BNG's and CPA's standards and guidelines
 - Remain current with evolving accounting standards and ensure all Team Members abide by the relevant CPA standards
- Manage workflow. Plan, allocate resources to, and manage the activities associated with all assigned client engagements
 - Apply internal standards for quality, file preparation processes and client service to provide a totally awesome experience for clients

- Manage the complete First Review and T-1 processes for all assigned client files

Reliance Services

- Identify where the client would benefit from various Reliance / Business Advisory Services (e.g. Trust, Estate Planning, Taxation, Business Plans, Cash Flow, etc.) and recommend these services to the Client Manager

Client Relations

- Serve as a trusted advisor by helping clients to eliminate their dangers, take advantage of their opportunities and build upon their strengths
- Continually seek opportunities to create wealth for clients by helping them build better businesses
- Ensure the quality of BNG's work is exceptional and always delivered on time and on agreed terms

Leadership and Support

- Support BNG's positioning as an "Employer of Choice" by helping to provide a rewarding and engaging experience for Team Members.
- Foster a positive, supportive and professional work environment in which everyone is treated with dignity and respect.
- Participate in the recruitment and development of new hires.
- Conduct annual performance reviews for direct reports on time.

REQUIRED SKILLS AND ATTRIBUTES

Skills and Experience	Attributes
<ul style="list-style-type: none"> • University Degree in business administration or management • CPA with a minimum of 5 years experience in public accounting • Prior experience as a Manager in a public accounting firm is a strong asset • Proven track record of leadership • Strong management skills and experience 	<ul style="list-style-type: none"> • Strong client service focus • Strategic thinking • Polished, professional image • Positive mindset – people want to work with you • Strong business acumen • High level of integrity, confidentiality and accountability • Results-oriented mindset • Collaborative – integrates information across the organization • Excellent time management skills • Decisive, takes initiative

*Note: The “Core Duties” is a summary of the duties that are essential to this role and is not an exhaustive list. BNG reserves the right to add or amend duties as necessary.