

At Navolio & Tallman LLP, we pride ourselves on creating a collaborative and supportive atmosphere focused on the strengths of each individual to build a well-rounded team. Our hybrid work environment allows for greater flexibility and work-life integration.

We are a CPA firm headquartered in Walnut Creek, and we have recently opened an office in Reno, Nevada to better assist our clientele with their growing needs. We anticipate 15 to 20 percent growth within the next 5+ years.

We are looking for experienced public accountants for our audit manager position with 5+ years of audit experience who understand the importance of professionalism, technical excellence, and commitment to the highest industry standards. We offer a comprehensive range of taxation, advisory, compliance, audit, and accounting services for a wide variety of businesses and their owners and serve a broad spectrum of securities funds, private-equity and venture capital firms, real estate firms, private foundations, and high-net-worth and ultra-high-net-worth individuals. You will have opportunities to mentor staff and be mentored by the firm partners. Most importantly, when you work with us, you will have an impact.

We offer a hybrid-working model, state of the art equipment, and firm events that help our staff foster personal connections with all of their coworkers and promote collaboration in the workplace. We firmly believe that the success of our firm is directly dependent on the success of our people, which is why we strive to cultivate an engaging environment that exemplifies our firm values. We have even been named Accounting Today's "Top 100 Best Accounting Firms to Work for" for multiple years, including as recently as 2021 and 2020!

### **Work Environment:**

- Dynamic, stimulating, and exciting with constant interaction
- Fast-paced and requires a high degree of urgency in completing tasks and assignments
- Rewarding and challenging with varied work activities and exposure to different clients and services
- Embraces and encourages ongoing change and improvement and empowers staff at all levels to provide feedback and to personally make changes
- Provides opportunities to work with concepts and ideas as well as technical tasks such as investigation, analysis, and problem solving

### **Position Responsibilities:**

#### *For Audit Senior:*

- Assist with engagement planning, accounting research, and supervision of staff throughout audit, review, and compilation engagements
- Critically detail reviews of audit, review, and compilation procedures and financial statements and perform and prepare more complex procedures and financial statements

- Effectively research and explain technical issues to staff and motivate them to build their technical skills
- Manage workflow between staff and management by identifying and prioritizing deadlines
- Develop effective relationships with colleagues and clients through professionalism, effective communication, and follow-through

*For Audit Manager*

- Complete thorough engagement reviews while assuming primary responsibility for client engagements, including scheduling, staffing, timing, technical issues and more as needed
- Ensure the completion of engagements, including identifying and addressing problem areas with minimal oversight or assistance
- Manage, supervise and mentor Staff and Senior accountants, including mentoring in professional development areas, guiding and teaching through technical challenges and maintaining a positive team atmosphere
- Complete annual performance evaluations for assigned staff and manage ongoing employee performance
- Work with partners on identifying and pursuing new clients
- Promote the firm's overall growth and well-being by assisting with recruiting, contributing to publications, conducting trainings, etc.
- Maintain and grow client relationships through professionalism, responsiveness and superb client service
- Enhance knowledge and skills in the firm's industries of focus by attending training courses and seeking out opportunities for improvement and learning
- Manage your time and the time of Staff and Senior Accountants efficiently and contribute to firm profitability by adding value
- Other duties and assignments as needed

**We are looking for candidates with:**

- Bachelor of Science or Master of Science in Accounting or Taxation
- CPA license
- Minimum of 5 years of tax experience
- Availability to work full-time
- Demonstrates leadership, problem solving, and strong verbal and written communication skills
- Ability to set and work with goals, objectives, and deadlines

**Talent Requirements:**

We offer multiple paths to success and are looking for diverse talents to cultivate long-term careers in public accounting with us. We would love to hear from you if either of these profiles describes you (one is not better than the other):

### **TALENT PROFILE #1**

- Thrives in an entrepreneurial, competitive, and personally-demanding environment
- Possesses a strong desire to persuade, influence, and motivate others
- Prefers general, broad direction rather than close or controlled supervision
- Needs to have the ability to make decisions and authority and control over events and situations
- Prefers working with concepts and ideas over technical tasks
- Prefers to establish your own performance goals and work guidelines
- Seeks freedom, independence, and discretion in scheduling your own time

### **TALENT PROFILE #2**

- Prefers a non-competitive work environment with particular emphasis on team or group performance
- Seeks affiliation, to be part of a group, and to identify with a group
- Enjoys working on tasks that require exactness, precision, and accuracy with detail
- Prefers to work on structured, well-defined tasks and activities under explicit rules and work guidelines
- Prefers working with concepts and ideas over technical tasks
- Wants to be involved in decisions and important events, but prefers to avoid making decisions which involve ambiguity or possible risk
- Possesses a strong desire to persuade, influence, and motivate others

If you are interested in contributing your talents to our team, please submit your resume to [careers@ntllp.com](mailto:careers@ntllp.com).