



## Job Description

### Manager

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ARC Consulting helps organizations address a wide range of issues around complex technical accounting, financial reporting and other related requirements. Our professionals assist clients with their efforts to meet financial reporting requirements, including the preparation of financial statement and regulatory filings, and the application and implementation of complex accounting standards for U.S. GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards). Our practice combines our knowledge and experience in the areas of financial reporting, risk management, and compliance to help address our clients' most important issues. We're committed to delivering integrated services with a focus on value and quality. Our professionals have deep accounting and financial reporting knowledge and experience across multiple industries. This specialized technical knowledge and industry experience allow us to provide a unique perspective in solving today's accounting issues.

ARC Consulting supports clients in some of the following industries (not all-inclusive): Technology; Online Media & Internet Advertising; Energy & Resources; Health Sciences; Biotechnology and Consumer & Industrial Products. We currently have opportunities for professionals in our Walnut Creek office, but service clients throughout the San Francisco Bay Area.

#### Professional and Technical Responsibilities:

- Develop excellent professional oral and written communication skills in order to establish working relationships with client personnel
- Exhibit a professional, business-like demeanor
- Apply problem solving skills and deliver ARC Consulting methodology on engagements
- Build and broaden industry knowledge to support organization and functional initiatives by taking advantage of our training programs and participating in relevant teams
- Exercise professional judgment on engagements by providing proactive solutions and recommendations
- Provide recommendations for improved and enhanced business efficiency to clients
- Demonstrate leadership and provide guidance to other engagement team members
- Proactively manage career – set goals and career plans with Managing Directors

#### Manager Responsibilities include:

- Contribute to a strong client relationship through interactions with client personnel
- Understand engagement as it relates to client's business
- Demonstrate knowledge in some areas of industry or functional specialty
- Assume responsibility for components of engagements
- Lead/contribute to engagement planning and ensuring high quality of related products/deliverables for each engagement
- Deliver services that meet ARC Consulting standards of excellence
- Recognize and communicate opportunities to sell "add-on" work to client
- Writing components of various reports/deliverables related to engagements



Qualifications:

- BA/BBA/BS in Accounting, Finance or business related field required
- US CPA is required
- MBA/MS/MA degree is a plus
- CFA, CIA, CISA, or CISSP certification is a plus
- 5+ years related experience required
- Knowledge of US GAAP is required
- Knowledge of IFRS standards is a plus
- Prior public accounting or consulting experience is required
- Prior industry experience is a plus
- Team leadership skills/experience is required
- Proficiency in MS office products, including Excel, Word and PowerPoint is required
- Strong verbal and written communication skills

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*About ARC Consulting LLC*

*As used in this document, "ARC Consulting" means ARC Consulting LLC and its subsidiaries. Please see [www.arcconsultingllc.com](http://www.arcconsultingllc.com) for a detailed description of ARC Consulting's services and structure. ARC Consulting LLC and its subsidiaries are equal opportunity employers.*