



Construction Supervisor Role Profile

Summary

Provides compliance and consulting services to clients in the construction industry.

Key Responsibilities:

1. Able to perform all Senior Accountant responsibilities.
2. Perform audits, reviews and compilations for construction companies.
3. Involved in every aspect of the audit including the planning and preparation of financial statements.
4. Provide high level support for clients including managing expectations and meeting deliverable deadlines.
5. Work as part of a team that helps to provide tax and industry knowledge and experience to clients.
6. Develop, motivate and train staff and senior level team members.
7. Collaborate with managers and partners on both team and client issues.

Education/Experience Required:

Bachelor's in Accounting required. Minimum of 4-5 years of public accounting experience. CPA certification required.

Core Competencies/Skills Required:

- *Initiative* – Goes beyond job/role requirements to seize opportunities or accomplish a task. Identifies new ways to meet client expectations and solve client problems.
- *Technical Excellence* – Demonstrates advanced technical knowledge and applies it to identify issues and resolve client problems. Require minimal guidance from higher management levels to complete technical areas of the engagement.
- *Communication* – Keeps others informed of important information, whether daily activities, crises or progress on long-term projects. Tailors content and style of communication to the needs and expectations of their audience.
- *Results Orientation* – Sets, strives to achieve, and succeeds in achieving challenging goals. Approaches work in an organized, focused and efficient manner having effective time management skills. Completes assignments efficiently and accurately.
- *Conceptual Thinking* – Able to identify cause and effect relationships and put ideas together in ways that increase understanding, solve problems, result in innovation and otherwise benefits the organization.
- *Change Orientation* – Accepts, pursues and promotes constructive change within the firm, client organizations and project work teams. Addresses unexpected problems quickly and effectively with clients and internally with all levels.
- *Teamwork* – Functions effectively as part of or leader of a group of people working together to accomplish tasks or reach goals. Promotes looking at the firm's goals in addition to team goals.
- *Developing Self and Others* – Works to improve the performance of oneself and others by pursuing opportunities for continuous learning and feedback, constructively helping/advising others in their professional development. Delegates and leverages work to ensure staff development.
- *Relationship Building* – Works to build, maintain and utilize individual relationship or networks with co-workers, clients, and other people who are, or might be, helpful in achieving work related goals. Develops professional relationships with all constituencies based on trust.
- *Influence* – Presents persuasive arguments with personal presence and professional credibility, convincing others to change the course of events.

- *Strategic Thinking* – Uses understanding of the firm and its clients, positions in their respective markets, and business trends to envision, support, create and execute organizational strategies. Relates the firm’s business strategies to identify additional services that could benefit clients.

Demonstrated Contributions/Results:

Client Services

- Consistent track record of success in serving clients with demonstration of high quality client service.
- Consistent track record of meeting deadlines
- Past successful results in research and technical judgment.
- Past successful results in managing multiple tasks.

People Development

- Supervises, develops, and provides training to less experienced staff resulting in their improved performance.
- Supports the PACE process and proactively takes part in areas responsible for.
- Provides timely, relevant, and effective feedback to co-workers on a continuous basis.
- Assists in assimilating new hires into the firm.

Firm Economics

- Past successful results in achieving and maintaining appropriate productivity based on responsibility.
- Utilizes technology to create efficiencies for self, other team members and the firm.

Business Development

- Familiar with the products and services of the firm, staying current on firm happenings.
- Develops strong, positive relationships with key personnel within the client organizations
- Uses strong relationships to refer additional services as appropriate.

Desired Values/Culture:

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|-------------------|--------------|-------------|
| • Professionalism | • Respect | • Integrity |
| • Dedication | • Excellence | • Teamwork |

Authority/Responsibility:

- Reports to Construction Partner.
- This position will have supervisory responsibility for staff and senior positions on assigned engagements as needed.
- Responsible to provide regular feedback including performance reviews for staff and seniors.

Other Preferences:

- Must possess excellent computer skills including proficiency in Microsoft Office.
- Must possess a strong willingness to participate in a high-energy team environment.

Every firm member who works for Soren McAdam Christenson LLP works not only for a particular team/partner, but also for the firm as a whole. Accordingly, firm members are expected to act in the best interests of the firm, even if doing so requires actions and behaviors not listed in the above Role Description. This Role Description is provided as a tool to assist you in understanding your position and is subject to revision by management when client service needs change.