

## **Technical Manager, Peer Review**

The Illinois CPA Society (ICPAS) is a professional membership organization dedicated to enhancing the value of the CPA professional. Founded in 1903, ICPAS is one of the largest state CPA societies in the nation. We represent Illinois CPAs in public accounting and consulting, corporate accounting and finance, government and not-for-profit organizations as well as three affiliate member groups: students, educators and related finance professionals. Visit our website at [icpas.org](http://icpas.org).

### **Demonstrated Qualifications**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Qualifications would be equivalent to:

1. A licensed CPA with at least 6 years of public accounting experience, 1 in a management position.
2. Current technical knowledge of GAAP, GAAS, SSARS, ethics and quality control standards.
3. Superior interpersonal, organizational and computer skills.
4. Exposure to a diverse array of industries, including audits of governmental entities and/or employee benefit plans.
5. Previous experience in a quality control function and/or service as a peer reviewer preferred.
6. Ability to manage several projects simultaneously, meet deadlines and pay close attention to details.
7. Ability to work with a variety of members and serve their peer review needs.

### **Duties and Responsibilities**

1. Provide technical assistance to peer review teams and firms undergoing review, including providing feedback on team captain/reviewer performance.
2. Evaluate peer review reports, letters of response and applicable working papers, and recommend courses of action to and provide staff support for the Society's peer review committees.
3. Monitor and approve completed follow-up actions and implementation plans required of firms as a condition for acceptance of their reviews by the Society's Peer Review Report Acceptance Committee.
4. Input post-scheduling information into the AICPA database and manage the process for final closing of reviews.
5. Maintain relevant information for reporting purposes.
6. Assist the Director, Professional Standards, and peer review committees in resolving complaints regarding the program in Illinois.
7. Provide assistance and support to the Director, Professional Standards as needed, which may include public appearances.

8. Assist in managing content for the peer review section of the Society's website.
9. Assist in the production of a periodic peer review newsletter (i.e., Reviewer News) and other training materials for peer reviewers and firms.
10. Provide staff support for one or more of the Society's technical committees.
11. Participate in other Society projects and activities as directed (e.g., Midwest Accounting & Finance Showcase).

### **Why work for ICPAS?**

CPAs who have joined our Peer Review Department in the past said that they were looking for a position where they could use their audit and management skills without all of the pressures of a public accounting firm. They enjoy being able to have a set schedule and a desk all their own. No more crazy travel schedules. No more having to skip family dinners and events. They contribute to a different part of the accounting world and help firms to be the best they can be.

We offer an excellent benefits package at a reasonable cost, or sometimes free, to all qualified employees. Available options are: health insurance, dental insurance, vision insurance, short- and long-term disability insurance, life insurance at three times the employees' yearly compensation, additional options for disability plans, tax-free options for commuting and parking costs, flex spending accounts for medical or dependent care, voluntary life insurance, long term care insurance, and a 401(k) plan with company contribution. Employees in this position enjoy three weeks of vacation, seven paid sick days, 12 paid holidays, casual dress code, and half day Fridays during the summer. Our office is located close to Union Station in Chicago. This position will be scheduled to work for 35 hours a week, which is considered full time.

To apply, please send your resume to [HR@icpas.org](mailto:HR@icpas.org)

EOE