

**Copeland Buhl & Company PLLP  
POSITION DESCRIPTION**

<b>Title:</b>	Senior Manager
<b>Position:</b>	Compliance
<b>Reports To:</b>	Department Head
<b>Work Location:</b>	Wayzata, MN
<b>Job Code/Classification</b>	Salary; Professional Level; Exempt
<b>Revised:</b>	November 2018

**POSITION OVERVIEW**

The Senior Manager is an **advanced** technician that supports meeting client and firm objectives within the framework of the firm’s strategy, quality standards and risk management policies. The Senior Manager develops market solutions, drives technical policy and advances overall firm growth in subject matter expertise.

**KEY RESPONSIBILITIES**

**Financial Performance**

- Ensure billing and collection of fees.

**Client Service Management**

- Provide exceptional client service ensuring clear communication of services, processes, etc.
- Provide insight and support the development of strategy.
- Accountable for timely completion of client deliverables.

**Business Development**

- Identify and recommend additional services that would benefit clients and ancillary stakeholders.
- Provide technical support to generate leads, contacts and revenue.
- Identify evolving market requirements and develop solutions.
- Build professional relationships with subject matter experts.
- Share technical expertise to support the firm and clients.
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**Team Development**

- Provide high-level oversight of work performed.
- Promote, comply, and implement firm strategies.
- Coach and mentor a pipeline of compliance professionals.
- Provide feedback on employees with applicable career counselor.

**Personal Effectiveness**

- Advise and council clients, partners and staff.
- Be a resource in assigned technical areas.
- Develop firm policy of technical work.
- Coordinate with and provide support to technical committees.

**Leadership**

- Develop ideas and champion solutions.
- Manage the firm’s technical work.
- Ensure skills and knowledge transfer to team members.

**Additional roles could include but are not limited to:**

- Board and Department initiatives
- Scheduling
- Recruiting
- Career counselor
- Research & development
- Training and education
- Service Line Lead

**QUALIFICATIONS**

*Education:*

- Bachelor's degree in accounting.
- Certified Public Accountant (CPA) required.

*Experience:*

- Served as a Manager or similar experience.

*Production*

- Meet firm standard for chargeable hours, productivity and realization.
- Account Administrator - realization, origination and book managed within firm guidelines.

*Skills/Abilities:*

- Display consistent ability to share technical expertise, tools and solutions.
- Manage multiple priorities and projects.
- Identify, assess and recommend action to mitigate compliance risks.
- Communicate clearly and display strong interpersonal skills.
- Display a high level of ethics, integrity and professionalism.
- Effectively maintain client relationships.
- Influence project completion through clearly communicated strategy and desired outcome.
- Influence people by providing purpose, direction, and motivation to accomplish goals and improve the firm.
- Adapt to changing priorities.
- Successfully coach and mentor people.
- Provide high quality service ensuring client understands all aspects of engagement.
- Avid learner, curious.
- Aligned self-development to support position responsibilities.

**OTHER INFORMATION**

*This job description may apply to employees in different departments. The information below is intended to document the most common situations and may vary by position / department. Refer to management or human resources for specific information pertaining to this position.*

- Also provides support to:** Staff and Partners
- Direct reports:** Yes
- Indirect reports:** Yes
- Working Environment:** Professional
- Physical Demands:** Minimal
- External communication and contacts:** Yes
- Internal communication and contacts:** Yes
- Other information:** External hire and/or internal promotion into this position requires Board approval

This job description is intended to be a general guideline for applicants, employees and managers. It is not to be construed as an exhaustive list of all duties, expectations or qualifications. This description does not create a contract or guarantee of employment. Management reserves the right to modify job responsibilities, expectations and qualifications.