



CENTER FOR AUDIT QUALITY

Serving Investors, Public Company Auditors & the Markets

The Center for Audit Quality is an autonomous, nonpartisan, nonprofit group based in Washington, D.C. It is governed by a Board that comprises leaders from the public company auditing firms, the American Institute of CPAs and the investor and issuer communities. The organization is affiliated with the American Institute of CPAs. For more information regarding the Center for Audit Quality, please go to www.thecaq.org.

Title: CAQ Technical Manager, Professional Practice and Member Relations

Reports To: CAQ Director of Professional Practice and Member Relations

Location: Washington, D.C.

Purpose of Position:

The CAQ Technical Manager, located in Washington DC, plays an important role as part of the Professional Practice and Member Relations team. Among other things, this person will be responsible for overseeing the technological processes around member enrollment and billing, and assist with developing draft content to be used in member alerts and other technical communications.

Job Description:

- Oversee the operational aspects of the member services function. This includes oversight of the CAQ's internal member services processes (enrollments, billing, firm annual updates, etc.) including transition to and maintenance of a new database management system working closely with the project administrator and director of information technology.
- Develop technical content, tools, webcasts, etc. for auditors of public companies that contribute towards enhancing the audit quality of their practices.
- Research and develop technical communications (e.g., member alerts) to public company auditors based on current SEC, PCAOB and other relevant developments.
- Assist in the development of technical comment letters to regulators by working with task forces consisting of public company auditing profession representatives.
- Ensure timely updates and maintenance of the members-only website with information valuable to auditors of public companies. This also includes coordination with Communications team.
- Provide effective and timely responses to public company auditor inquiries by directing them to the appropriate authoritative resources.
- Assist with CAQ committees and task forces by developing agendas, taking minutes, and performing all other necessary tasks associated with the group and as directed.
- Interact directly with executive-level individuals from public accounting firms of all sizes (large, medium, and smaller firms).

Job Requirements:

- Minimum of Bachelors Degree in Accounting; CPA license
- Minimum of 4-5 years in public accounting or comparable experience
- Knowledge of SEC regulations, PCAOB auditing standards, & regulatory environment
- Must be able to interact with executive-level individuals of public accounting firms
- Strong and effective written and oral communication skills
- Excellent project management skills
- Excellent decision-making and problem solving skills
- Self-starter, resourceful, and creative
- Excellent member services skills
- Some travel to New York may be required