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# Example of Assurance Services Manager Job Description

Our company is growing rapidly and is looking to fill the role of assurance services manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance services manager

* Work closely with partners and team members in addition to client personnel
* Display strong understanding of general accounting standards and auditing and accounting and review service procedures
* Identify and communicate accounting and assurance related matters to other engagement team members
* Supervise the assurance staff assigned to the engagement
* Develop and monitor the budget for engagements
* Review client engagement documentation and work papers for accuracy and compliance with firm policies and professional standards, including issues memos, financial statements and related disclosures
* Assist in organizing and instructing periodic department-wide technical training
* Reporting to the Division Manager of Facilities Services, the Quality Assurance Manager will be responsible for the supervision of all custodial and housekeeping operations and waste removal
* Manage development and growth of the exempt and non-exempt staff, including the Operations Associate Managers and supervisory staff
* Hosts regulatory agency inspections/sponsor audits and issues responses to audit report findings after discussion with operations management

## Qualifications for assurance services manager

* Manage Scenario Analysis requirements across the Product business lines, including development and refresh of scenarios (working cross divisionally)
* Quality Assurance and/or Training experience strongly preferred
* Experience working with (in) patient-focused teams preferred
* Experience auditing or evaluating employee performance beneficial
* Experience creating job aids, job reference modules, instructor led learning, and e-learnings
* Relevant exposure to case management preferred