

Marcum LLP, a national Accounting, Audit and Advisory firm, has an immediate Full Time, Direct Hire job opening an entry level Engagement Support Specialist to join their growing Audit Technologies team.

We are seeking someone proficient in Excel (pivot tables, concats, etc) to manipulate data to be used by our auditors in our analytics applications. Additional responsibilities will include researching various data sources and creating reports for independence checks. This position will directly report to the Manager of Assurance Business Analysis.

Most Marcum Offices are open and onsite work is preferred. Preferred location for this position is Nashville TN. Other locations will be considered.

The Engagement Support Specialist will be working with auditors and the engagement teams to prepare and format financial and other related data received from clients, for use and analysis by the engagement team. This will include using tools such as TeamMate Analytics, Ephesoft, Acrobat, or IDEA to import data from formats such as PDF to Excel in a usable layout for further analysis. This position will also require the individual to transform existing Excel files into a format and layout easily used for analysis.

The individual will also be responsible for:

- basic reconciliation and summarization of completed work to the original source data
- researching various data sources for independence checks
- participation in projects and other types of work outside the scope of normal support.

Potential growth into Intelligent Automation (RPA, AI and macro development) Audit and Advisory Analytics roles as the team grows.

Job Skills Required

- Associates' degree and/or 1-2 years of industry experience or equivalent combination of education and experience
- High degree of proficiency in Excel- knowledge of formulas, v-lookups, pivot tables, Comfortable with the use of regular expressions
- Keen interest in making processes faster and better.
- Ability to work in a fast paced environment
- Strong understanding of financial and brokerage reporting and terminology is a plus.
- Familiarity with accounting principles and methods is a plus
- Experience in TeamMate, IDEA, and Ephesoft is desirable

Job Functions

- Transform data to meet team member's requirements
- Research prospective clients for independence
- Educate team members on the capabilities and limitations of existing Tool Sets
- Provide superb service to the end users

- Able to identify and organize priorities
- Provide onsite support for their assigned office(s) and/or region
- Manage work queues and keep team members apprised of status
- Maintain library of work products
- Constantly meet services level agreements and deadlines
- Maintain confidentiality with regard to the information being processed, stored, and accessed by the end-users of the network