

Associate Requirements and Responsibilities



Position:	Associate
Reports To:	Manager / Director
Status:	Full Time, Salaried
Travel:	As required, up to 40% (average 25% - 30%)
Working Hours:	40+ hours
Location:	Vienna, VA / DC Metro Area

Opportunity Overview:

Are you a CPA with strong accounting experience and an interest in learning M&A? Do you love the challenge of helping others problem solve and putting together the pieces of a financial puzzle? Would you enjoy the camaraderie of a smaller firm where people get to know each other, make great things happen together and where you can lunch with the Founder? Are you looking for your next professional growth challenge? If you answer "YES" then come grow with us!

Who We Are:

Pipaya is a specialty accounting and advisory firm that provides expert M&A services to middle-market companies who need guidance in buying, selling, or growing their businesses. We offer clients top tier and relevant industry experience, especially with our expertise in Aerospace, Defense, Manufacturing and Government Services.

We enjoy a positive working environment and culture that offers flexibility (work from home), autonomy, collaboration and transparency, while supporting each other's accomplishments and rewarding success. Our employees have a voice and direct impact on our business strategy and achievements, and they prefer consulting with middle-market companies because their personal impact is so invaluable for our clients.

Because of our accelerated growth, we're offering a unique opportunity for select highly motivated experienced professionals who want to learn, contribute, and make a difference!

Key Responsibilities:

An Associate serves as a team member responsible for service delivery on projects. In this role you will:

- Form relationships with Clients and Pipaya employees.
- Learn the complete M&A lifecycle and assist clients through various stages in the M&A process.
- Work as part of a team in achieving project goals, timelines, and deliverables.
- Actively communicate with Managers and Partners; provide upward feedback.
- Assist C-Suite executives, investment bankers and attorneys in evaluating and closing sales and acquisitions of companies.
- Execute deliverables within timelines; consult others as needed.

- Analyze company financials; implement next steps to prepare financials for due diligence. Assist in preparing and validating financial information for a sale.
- Analyze target company financials; communicate key matters into a buy-side report to assist in evaluating and pricing the business.
- Perform other consulting and advisory projects as needed. Work directly with our clients to understand their goals and craft solutions to achieve them.
- Actively identify and implement ways to improve your work.
- Actively participate in improving the firm's operations and culture, ensuring we're upholding our firm values.
- Be a Pipaya ambassador - develop new and existing relationships to expand Pipaya's reach and brand awareness.

Experience & Qualifications:

1. Bachelor's or Master's degree in Accounting, Finance, or Economics.
2. CPA license or CPA candidate.
3. Up to 5 years of experience working in client service or industry, preferably at a Big 4 firm.
4. Familiarity with preparing and analyzing financial statements in compliance with US GAAP.
5. Understanding of accounting policies, procedures, and processes.
6. Basic understanding of government contract accounting specific concepts (such as revenue recognition, indirect rates, etc.) preferred.
7. Eagerness and desire for continuous personal learning and improvement in the craft of accounting, transactions and relationship skills.
8. Excellent social skills and the ability to communicate effectively.
9. Flexibility in work scheduling to help our clients and referral partners close deals.
10. Willingness to service multiple projects simultaneously.
11. Track-record of quality work and meeting deadlines.
12. Ability to balance a keen attention to detail while understanding big picture goals.
13. Advanced Excel skills (pivot tables, VLOOKUP, financial formulas, etc.).

*Please submit your resume directly to:
Elizabeth Butler, Director of Operations: elizabeth.butler@pipaya.com*



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www.pipaya.com

<https://www.linkedin.com/company/pipaya-partners-llc/>