

Manager Requirements and Responsibilities



Position:	Manager
Reports To:	Director, Partner
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 an experienced CPA - ideally with a Big 4 background - with expertise in leading a team while helping clients achieve their goals? 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:

A Manager serves as the point of contact for service delivery on projects. In this role you will:

- Lead a team in understanding and achieving project goals, timelines, and deliverables.
- Establish strong working relationships with Clients and Pipaya employees.
- Train, coach, mentor, and evaluate employees. Communicate areas of responsibility to each team member and provide continuous feedback.
- Actively communicate with Directors and Partners; provide upward feedback.
- Manage project budgets and communicate status to Clients.

- Assist C-Suite executives, investment bankers and attorneys in evaluating and closing sales and acquisitions of companies.
- Analyze company financials; advise and implement next steps to prepare financials for due diligence. Prepare and validate financial information for a sale.
- Analyze target company financials; discuss results with target management and 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 develop solutions to achieve them.
- Actively identify and implement ways to improve your work and the work of your team.
- 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.
3. 4 - 8 years of experience working in client service or industry, preferably at a Big 4 firm.
4. Prior M&A / Transaction Services / Financial Due Diligence experience preferred.
5. Expertise and familiarity with preparing and analyzing financial statements in compliance with US GAAP.
6. Basic understanding of government contract accounting specific concepts (such as revenue recognition, indirect rates, etc.) preferred.
7. Ability to manage, lead, and mentor a team and serve as the primary point of contact.
8. Eagerness and desire for continuous learning and improvement in the craft of accounting, transactions and relationship skills.
9. Excellent social skills and the ability to communicate effectively.
10. Ability to communicate complex concepts and technical accounting issues in simple terms that anyone can understand.
11. Flexibility in work scheduling to help our clients and referral partners close deals.
12. Willingness to service multiple projects simultaneously.
13. Track-record of quality work, meeting deadlines, and meeting budgets.
14. Ability to balance a keen attention to detail while understanding big picture goals.
15. 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

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