



**BBD, LLP  
Manager  
Not-For-Profit Group**

In the Greater Philadelphia market, BBD is uniquely dedicated to the accounting, audit and tax needs of not-for-profit organizations. BBD's partners have built a team that is respected for their deep not-for-profit expertise; beloved for their collaboration and authenticity; and recommended over and over to others in the community.

At BBD, we pride ourselves on the warmth of our firm's culture, and the firm was recognized by the *Philadelphia Business Journal* as a Best Place to Work in 2017, 2018 and 2019. Our culture and work environment are very positive and stand in marked contrast to the "churn and burn" atmosphere common at many public accounting firms. We take care of our people, and, in turn, our people take care of our clients.

As a **Manager** in our Not-For-Profit Group at BBD, LLP, you will work closely with partners to provide superior client service on a variety of not-for-profit audit engagements. Additionally, you will assist in the training and supervision of intermediate and staff-level accountants.

**Specific Responsibilities and Performance Expectations**

- Day-to-day management of audit engagements, including performance of the audit, financial reporting and the daily field conduct of the audit
- Communication with client management teams
- Research of accounting and audit issues based on client or engagement need
- Develop and manage a high functioning team of audit professionals that work closely with and collaborate with other not-for-profit professionals of the firm
- Develop and maintain new business and client relations, both with existing and new clients
- Manage, develop, train and mentor audit staff and assess their performance by providing timely feedback

**Experience and Skills**

- Bachelor's Degree or Master's degree in Accounting required
- CPA certification required
- 8 + years of relevant experience
- Some travel to client sites
- Proficiency in Microsoft Office
- Strong analytical and communication skills
- Superior dedication, integrity and professional bearing
- Dependability and strong work ethic

**Compensation and Benefits**

Our salary structure is competitive with the Big Four. Our benefits include the following:

- Company-paid health insurance, life insurance and disability insurance
- Unlimited PTO and paid holidays
- Paid Parental Leave
- Paid CPE, professional association dues, and professional licenses
- 401(k) plan with outstanding profit sharing
- Dress for Your Day policy