BLBB Advisors
Accounting & Finance Manager
Job Description

Position Summary: BLBB Advisors seeks an Accounting & Finance Manager to serve as a critical operational anchor for the firm's financial function and a trusted partner to its senior leadership. Reporting to and working in close collaboration with the CFO and senior leadership, this person will be responsible for the accuracy, integrity, and support of the evolution of BLBB's financial infrastructure, while also contributing to higher-order initiatives as a genuine thought partner. The breadth of this role goes well beyond traditional responsibilities: the right candidate will be someone senior leadership relies on to strengthen the firm's analytical capabilities and help translate financial strategy into operational reality.

Job Summary: The Accounting & Finance Manager is tasked with managing BLBB's accounting operations, including the production of periodic financial reports, maintenance of accounting records in line with regulatory expectations, preparation and maintenance of annual budget and forecast models, management of the firm's treasury function and the development and enhancement of comprehensive controls to mitigate risk.

Responsibilities and Duties:

- Oversee all accounting functions including ledger management, accounts payable, accounts receivable, payroll, and financial reporting
- Ensure the accuracy and timeliness of monthly, quarterly, and annual financial statements
- Develop and maintain internal controls to safeguard company assets and ensure compliance with relevant laws and regulations
- Support the CFO in the annual budgeting and forecasting process and provide ongoing financial forecasts as requested
- Prepare management reports, analyses, and presentations to support strategic decision-making
- Coordinate and lead external audits and reviews, ensuring adherence to audit/review standards and timely completion
- Oversee and assist in tax compliance and tax return preparation and work with the CFO and external accountants to ensure timely filings with appropriate tax authorities
- Ensure proper cash flow management, including working capital management, banking relationships, and treasury functions
- Assist with higher end cash management functions, including the processing of various ACH and other large dollar transactions and movements

- Process BLBB payroll and benefits payments as needed (i.e. Capstone, Primepay, and Fidelity 401K). Serve as the primary internal administrator for the firm's HR system (BambooHR), including employee record maintenance and lifecycle administration
- Interface with employees on compensation and benefit issues and questions. Support onboarding and offboarding processes, including documentation retention and setup
- Support administration of the firm's 401(k) plan, including enrollment, deferral, and contribution reporting coordination with the plan recordkeeper
- Manage BLBB's internal HR system (Bamboo) and assist employees by loading and managing HR documents as requested. Support the annual benefits renewal and open enrollment cycle along with related employee communications
- Coordinate with the Chief Compliance Officer (CCO) to maintain and update employee job descriptions and other confidential employee files and HR-related documentation, as needed
- Interface with BLBB benefits providers, play a lead role in vendor relationships, contracts, and maintain AP controls to ensure accuracy of payments (i.e. Bamboo, Capstone, Health Equity, and Primepay)
- Coordinate with outside insurance agencies (Capstone) to ensure the firm's property and casualty insurance policies are updated and adequate
- Develop and implement accounting policies and procedures to improve operational efficiency
- Support M&A activities by providing financial insights and other accounting related due diligence support as needed

Strategic Project Support:

- Partner with senior leadership to support the initial and ongoing analyses necessary to execute and administer firmwide compensation structures, including but not limited to total rewards strategies, FTE cost analyses, and providing the financial rigor behind people related decision making
- Contribute financial analysis and modeling support to special projects, including but not limited to financial platform evolution and migration, vendor economics, new service line and revenue stream evaluation, cost benefit of key marketing and other critical program

Financial Systems, Digitization, and KPI Reporting:

- Evaluate the firm's current accounting and financial systems and identify opportunities to digitize, automate, and streamline financial processes
- Lead or support implementation of new financial systems, tools, and workflows as the firm grows
- Design and maintain a set of financial KPI's and dashboards that give firm leadership and the Board of Managers clear, reliable visibility into the firm's financial performance
- Develop recurring management reporting packages that translate financial data into actionable insight for non-finance stakeholders, including the President and the Board

- Build and maintain forecasting models and scenario analyses that give senior leadership the clarity needed for sound business planning and strategic decisions
- Serve as an analytical contributor to strategic initiatives, providing data, financial modeling, and analytical horsepower that allow senior leadership to move faster and with greater confidence
- Continuously improve the accuracy, timeliness, and usefulness of financial reporting as the firm grows

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field (CPA or CMA certification preferred).
- 5-8+ years of progressive accounting experience, ideally including exposure to financial system implementation, process improvement and reporting work
- Demonstrated experience building financial reporting dashboards, or KPI frameworks for non-finance audiences (leadership and board-level reporting) strongly preferred. Candidates who have supported senior leadership with performance reporting, strategic planning and compensation modeling will stand out.
- In-depth knowledge of GAAP standards and internal controls
- Proficiency with accounting software (e.g., QuickBooks, Bamboo HR) and advanced Excel skills used for modeling
- Strong analytical skills and attention to detail
- Ability to work in a fast-paced environment and manage multiple priorities
- Excellent communication and leadership skills along with the ability to present financial information to non-financial stakeholders, including senior leadership and Board members
- Demonstrated interest in, and readiness to grow toward a Controller level role within a defined timeframe

Attributes:

- Culturally aligned – low ego, team-first, and genuinely excited by BLBB's mission and independence
- High integrity and discretion – trusted steward of sensitive financial, compensation, and ownership information in a close-knit, relationship-driven environment
- Intellectually curious and growth-oriented – not content to maintain the status quo: driven to improve systems, processes, and their own capabilities
- Strategically and conceptually minded – demonstrates the ability to interpret financial information within the broader business, industry, and economic contexts; anticipating what the CFO and senior leadership team needs and frames issues in a way that supports executive decision making
- Collaborative and collegial – a natural partner who builds trust quickly with leadership, advisors, compliance and administrative staff

- Clear and confident communicator – able to translate complex financial data into plain-language insights for non-finance stakeholders
- Self-directed and accountable – thrives in an environment where they own outcomes end-to-end without heavy oversight

Opportunity:

This is a genuine succession opportunity for an accounting and finance professional ready to combine hands-on financial management with strategic responsibility. The successful candidate will work directly with the current CFO with a defined path toward assuming additional responsibilities and titles as the firm continues its growth from approximately $3.5 billion to $7 billion of assets under management.