

Administration Services Manager @ BDO USA, P.C. (Pittsburgh, PA) F/T. Resp for mnging Admin Srvce Coordinatrs (ASC), Admin Assgnmnt Grps, & for procssng, disseminatng, maintning, & trckng flw of incomng admin rqsts in assrnce line of bsns. Bchlr's deg (or frgn eqvlnt) in Acct, Fnc, Bus Admin or rlt'd + 3 yrs of exp in job offrd, Assur Sprvsr, Audt Sr or rlt'd. Mst hav exp in ea: Ldgr reconciliatn; GAAP; SOX; Ms Office prdcts, incl Windows, Word, Excel, & PowerPoint; Adobe PDF; & usng various assrnce applicatns & resrch tools. Snd rsume to BDOJobApplications@BDO.com. Indcate "CP-PA". EOE.