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# Example of Accounting Project Manager Job Description

Our company is looking to fill the role of accounting project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting project manager

* Directly supervise a small team of Business Analysts responsible for analyzing and documenting processes and the required data elements needed to provide management the necessary information to efficiently and effectively run the Manufacturing, Farm and Dining Operations
* Oversee the review and analysis of available software programs supporting Manufacturing, Farm and Dining Operations to develop recommendations for software purchases
* Organize and lead meetings, document process flows and develop presentations and reports
* Document the data elements needed and accounting and record keeping requirements to meet standards
* Leads a Project Accounting team of four to five employees responsible for all aspects of project accounting, including Costpoint project set-up and accounts receivable, for a diverse set of clients, projects and contract types totaling approximately $250m in annual revenues and approximately 400 invoices per month
* Oversight of project setup for a variety of project types (CPFF, T&M, FFP, FFP/LoE & Indirect Projects)
* Review and approval of invoices and the billing submittal process to include review of backup documentation and submittal of invoices using online WEB based systems
* Prepares and trains team on unbilled analysis and methods for resolving issues
* Understanding of the revenue recognition and period close process
* Defining and testing Operational Accounting Schema based on the accounting policy and business requirements

## Qualifications for accounting project manager

* Minimum 5 years experience in relevant project finance or operational accounting role as a Business Controller or similar
* 8+ years Project Accounting experience with working knowledge of percentage of completion revenue recognition
* 4+ years experience supervising a team of project accountants
* Relevant experience working closely with sales and operations in proposal and cost estimate development
* Experience using Oracle and/or top tier ERP platform
* Excellent computer skills with advanced knowledge of Excel and Power Point required