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# Example of Project Manager Finance Job Description

Our company is growing rapidly and is looking to fill the role of project manager finance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project manager finance

* Responsible for Project P&L and Balance Sheet with monthly reporting to OTR Finance Manager & Project Manager
* Plan, Lead and Execute on Global Finance Projects collaborating effectively with other cross functional teams globally
* Responsible for day to day administrative tasks relating to the Governance of our BPO Finance relationship (vendor onboarding, change requests, issue tracking and resolution, capacity planning, financials )
* Provide support to finance management and other cross functional partners as needed
* Understands client business functions and technology needs
* Participates on large, matrixed project teams and interfaces with cross functional team members
* Understands the business process for all stakeholders and is able to piece together siloed information to form a total process view
* Proactively identifies opportunities for system and process improvement
* Establishes and maintains effective working relationships with both internal and external clients and business partners
* Participates in the development of project briefs with the client, cost benefit analysis and preparation of the technology plan and Performance reporting

## Qualifications for project manager finance

* Ability to influence, motivates, and negotiates and work will with others
* Is well-versed in state and federal laws and regulations that have impact on financial analysis and management controls
* Sound knowledge and past experience with Generally Accepted Accounting Principles (GAAP) practices and reporting guidelines
* Must have excellent organizational, supervisory, leadership and managerial skills
* Ability to provide strategic leadership and advice to team, exchange information and collaborate with colleagues and peers within and outside the organization
* Ability to multi-task and meet deadlines in a timely manner