



Finance Manager – Project Analysis

Location: Des Moines Metro Area
Reports to: Chief Financial Officer

Description

The Finance Manager - Project Analysis will establish themselves as a “co-pilot”, along with project manager(s), in steering a set of projects to their targeted financial goals (e.g. revenue, profitability, cash flow). The Finance Manager does this by applying a deep understanding of project accounting, project economics, and profitability drivers and proactively advising project manager(s). The Finance Manager becomes known as the “go-to” person for broader Finance understanding or insight into defined projects, project accounting, and billing. The main success factors of this role include strong project accounting and business acumen, understanding project operations and implications for financial performance, and strong analytical and consulting skills. The Finance Manager will build strong business relationships across all levels of the organization.

Responsibilities:

- Drive project financial analysis requirements, including a review of units, unit prices, labor hours and costs, forecast, revenue recognition and cash flows
- Provide financial expertise and guidance, improving the overall acumen of project teams
- Play a key role in initiating, building, and reviewing change in scope activity on assigned projects. Work with the project manager on an appropriate budget for the scope of work
- Ensure appropriate supporting documentation is available and that the forecast is aligned with operational plans
- Complete all required variance analyses for the set of projects, including insights for improvement
- Provide updates on financial status for assigned projects and create information in response to client financial reporting needs in the area of project reporting, forecasting, or transactional details for the projects within the portfolio
- Prepare, examine and analyze project cost accounting records and reports
- Perform any necessary cost transfers to accurately record job cost activity
- Assist project team with interpreting financial key performance indicators
- Work with Accounting to prepare billing and compile required back-up documentation
- Assist with month-end reconciliation, including project unbilled and deferred revenue activity
- Provide additional analytical support regarding project status and performance as needed
- Participate in evaluation and selection of new BI and analysis tools
- Participate in selection and implementation of new ERP with project accounting and reporting needs in mind

- Assist in preparation of project-specific audits by providing documentation and backup required by external auditors
- Assist Project Manager(s) in closing projects once a project is complete and all costs are billed and collected
- Identify opportunities for process improvements and establishes appropriate documentation

Requirements

- Bachelor's degree or equivalent in accounting or finance
- At least 3 years' experience in project accounting
- Excellent verbal and written communication skills
- Strong mathematical and analytical skills
- Experience with leading general ledger software
- Proven ability to handle multiple projects simultaneously
- Skilled in using Microsoft Office applications including Word, Excel, and PowerPoint
- Must maintain confidentiality and contribute to a team-oriented work environment
- Strong problem-solving and decision-making skills with a data-driven orientation

Desirable

- Comfortable working in a flexible and innovative environment
- Experience with ERP implementation
- High degree of initiative and willingness to lead new projects

To Apply

Send your resume and an optional cover letter to HR@igor-tech.com with the job title in the subject line.