

**Position:** Accounting Project Manager

**Summary:** This position will focus on a combination of financial analysis projects and tasks for the Financial Controller and President of Metro Communications.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Lead and manage various special projects in the Accounting Department aimed at improving reporting and improved efficiency on company financial projects.
- Work with HR Staff and other Metro staff on projects that require financial analysis
- Assist Metro Financial Controller with any tasks that may require assistance.
- Ensure all financial project deadlines are met
- To be aware of and track all projects that the President, Financial Controller or HR staff may be working on that are finance based.

**Skills:**

- Oral Communication Skills
- Written Communication Skills
- Interpersonal Communication Skills
- Math Aptitude
- Budgeting
- Organization
- Planning
- MS Excel
- Time Management
- Computer Literacy

**Education/Experience:**

- Bachelor's Degree/Related Experience or Equivalent
- 2-4 years' Basic Staff Accounting experience required

**Benefits:**

- Challenging work in a positive environment
- Flexible Work Schedule
- Small Business Culture
- Working for a growing and respected firm
- Healthcare benefits
- 401k Match Program

**Compensation:**

- Salary Structure
- Pay is based on experience
- Up to \$50,000 per year is possible