

Manager of Project Accounting & Administration

Port Authority is seeking a Manager of Project Accounting & Administration to manage and coordinate the project control and project planning activities of the Planning and Development Division. Performs a full range of program management and control functions for projects of various scope, size, complexity; manages the development and implementation of cost and scheduling tools and methods for establishing, measuring, monitoring, controlling, and reporting progress and performance of capital projects; manages the Transit Asset Management program, serves as technical advisor to assigned project managers related to project controls systems and procedures to help achieve on-time and on-budget goals

Essential Functions:

- Manages project controls and support activities with regard to administration and management of capital and operating budgets including the supervision of the Budget/Project Controls Analysts. Manages activities related to the budgeting, accounting, tracking, reporting and verification of all costs associated with division operating and capital budgets, i.e. variances, professional service contracts, construction/procurement contracts, force account activities.
- Leads team in performing liaison activities related to grant applications, requests of funding, project controls and audits by internal and external groups.
- Responsible for the administration and procedures required to effectively monitor design work, procurement activities, contracts, and project budgets for the division. Assists project managers in planning, programming, budgeting, scheduling, reviewing, and reporting of activities for capital projects.

Job requirements include:

- BS Degree in Accounting, Business Administration, Engineering or related field.
- Minimum of five (5) years of progressive experience in project controls, asset management, accounting, or budget administration of projects.
- Minimum of two (2) years of supervisory/management experience.
- Professional and effective communication skills.
- Excellent interpersonal skills.
- Valid PA driver's license.
- Demonstrated ability in the use of Windows suite of products, including Outlook, Teams, Word, Excel and PowerPoint.

Preferred attributes:

- Direct experience in Asset Management.
- PMP Certification.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey
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EOE