

SENIOR PROJECT FINANCIAL ANALYST

Department: Finance
Report To: Project Financial Analysis Manager
Location: Portland, OR PAE Office
FLSA Status: Non-Exempt

Senior Project Financial Analyst Job Posting

Why are we in business at PAE?

We help solve the planet's energy and water challenges.

What do we do?

We work with our clients to design the nation's highest performing built environments. For some sectors this means Net Positive or Net Zero buildings. For others, better healthcare outcomes, improved productivity, better learning environments, project pro forma financial goals, or any combination of these.

Our Culture:

At PAE, we like to think of ourselves as a little bit different from most engineering firms. Here's why:

- We care intensely about envisioning and creating sustainable building systems, and work every day to break new ground in the world of sustainable design.
- We have a closer affinity to the visions of the architects we work with than more engineers we've met. We understand the need for beauty as well as practicality.
- We value creativity as much as we value precision—which is to say, we value both a great deal.
- We understand that visionary people—the people we want to hire—need to experience the world in order to change the world, and we try very hard to support that need.

The Perfect Fit:

You are a collaborative team member who is experienced in project accounting, reporting, analysis, and billing. A person that works collaboratively with the Project Managers, Leadership, the finance team and clients, with commitment to PAE. Someone that communicates and works well with others, sharing knowledge and supporting coworkers. You must have a degree in Accounting, Business, a related field, or equivalent experience, with minimum of five years in project accounting in Architecture or Engineering, and a minimum of two years' experience with Deltek Vision. The Senior PFA assists the PFA manager with workflow, training and troubleshooting of the project accounting functions and team. You are a valued individual who is confident in your role and experience, and strives for excellence in all you do.



Essential Duties & Responsibilities:

The following job description is a general summary of duties typically performed in this position. It is not all-inclusive and is not an employment contract. PAE Consulting Engineers, Inc. employees are expected to perform duties as assigned by management.

- PM project financial analysis support
- Collaboration with PFA Manager on complex projects and training
- Advanced Deltek Vision system usage
- Contract review and administration
- Project-related expense and sub consultant processing
- Billing Processing
- A/R collections support

The Senior PFA can expect:

- Opportunity for career advancement
- Ability to suggest process improvements and document changes
- High level of problem solving
- Fast paced environment with multiple multi-tasking required
- Working with genuine individuals who are team-oriented
- Assist in mentoring, training and developing the PFA team

Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

Direct Reports:

This position has no supervision responsibilities.