

## **Project Management Administrative Support (Project Controller)**

High Street Consulting Group, LLC

[www.highstreetconsulting.com](http://www.highstreetconsulting.com)

Send letter of interest and resume to [careers@highstreetconsulting.com](mailto:careers@highstreetconsulting.com)

High Street Consulting Group (High Street) is a small but growing consulting firm to government agencies. High Street's experienced professionals work in the disciplines of planning, finance, data analysis, policy, economics, and communication with the goal of helping our clients plan, finance, and deliver transportation projects, policies, and programs.

### **Responsibilities**

High Street is seeking a full-time Project Controller who will support High Street's CFO and accounting department with financial and business functions including a variety of administrative, project management, and accounting-related tasks. Responsibilities will include:

- Supporting invoicing for government contracts, including:
  - Reviewing subcontractor invoices to ensure alignment with contract requirements
  - Serving as primary interface between subcontractors and High Street regarding billing and invoicing
  - Reviewing High Street staff time and expense submittals to ensure compliance with contract requirements
- Maintaining project-related information in Unanet financial system, including:
  - Adding new projects and updating existing project information, including tasks, staffing, billing requirements, budgets, and other elements
  - Ensuring that project information in Unanet aligns with contracts as amended and updated
- Supporting creation and distribution of various financial and administrative reports, including Unanet reports and other communication with project managers
- Managing intake of and responses to inquiries from project managers related to Unanet reporting and project financial data
- Contributing to High Street's goals by accomplishing related duties, as required

### **Educational Background and Experience Level**

- Bachelors degree in Accounting, Finance, Economics, Business Administration, or related field
- Minimum of 5 years experience in similar roles

### **Occupational and Industry-Specific Knowledge, Skills and Abilities**

- Experience with standard concepts, practices, and procedures related to accounting and government contracting
- Working knowledge of Unanet software (High Street's financial system) preferred
- Ability to adapt to technology changes as needs and business use evolves
- Proficient in Microsoft Word, Excel, Adobe edit, Outlook, and Internet browsing software
- Able to manage multitask work in fast-paced environment
- Attention to detail, accuracy and efficiency required

### **Location**

High Street operates in a virtual office environment. The position will be located either in a home office or co-working office space and will support staff across the U.S. CFO and accounting team are located on the east coast.

### **Compensation and Benefits**

High Street provides a competitive compensation and benefits package including base salary, opportunity for performance-based bonus, paid leave, and 401k program.