



IMI Entry-Level Accounting Project Manager **Woodstock, GA**

JOB DESCRIPTION

The IMI Accounting Project Manager will be an administrative support person for IMI's Accounting Team working on accounting only accounts in the food & beverage hospitality industry and/or leading beverage alcohol brand companies. The IMI Accounting Project Manager will provide support with budgets, financial reports, prepare and process accounting requests and other miscellaneous administrative tasks as needed. This IMI Accounting Project Manager will be a full-time salaried employee of IMI and will be based in the Atlanta (Woodstock). This position requires little to no travel.

CORE COMPETENCIES

The IMI Project Manager must possess above average computer skills, proficiency in all Microsoft Office software (especially Excel), excellent communication skills (verbal and written), ability to multi-task, ability to interact with people on projects across multiple organizations and can handle the stress of delivering reports on time and on budget.

DESIRED EXPERIENCE

Demonstrated success in project management. Basic accounting skills are helpful with some knowledge and experience with Access and QuickBooks. Strong administrative skills in a position of supporting multiple people with advertising, marketing or merchandising is a plus.

- Excellent organizational skills and attention to detail
- Ability to accurately interpret written and verbal instructions
- Experience in creating and maintaining a budget
- Ability to provide, and reconcile, financial reports to clients in different formats and levels of complexity as required
- Ability to coordinate and interact with clients in regards to any reporting or accounting issues and on past due invoices
- Excellent time management skills

Resumes will be accepted by fax, e-mail or standard mail. No phone calls or in-person resumes will be accepted.

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