



SENIOR ACCOUNTANT

Company Information:

The organization is a mid-sized arts not-for-profit located in downtown Pittsburgh seeking a motivated senior accountant for an immediate, full-time opening.

Job purpose:

The senior accountant will be an integral part of the finance team, taking leadership in the audit process and contributing to the establishment and enforcement of the department's policies and procedures. The senior accountant will be responsible for a broad range of duties, including administering all aspects of accounts payable, assisting in budgeting and financial reporting, preparing journal entries and account reconciliations, maintaining internal controls and identify process improvements, and supporting all departments of the organization to ensure proper and timely expense recognition and payment. The senior accountant should possess a willingness to learn and the initiative to take ownership of increasing duties. The successful candidate should understand the accounting cycle from data input to financial statement presentation. Judgment and initiative are exercised frequently in answering oral and written communications. This is a visible position in the organization with frequent interaction across departments. This position reports directly to the Controller.

Essential duties and responsibilities:

- Responsible for performing the accounts payable processes for the organization.
- Ensure payments comply with all applicable local, state, and federal laws.
- Strategically analyze cash requirements and AP projections for cash flow management.
- Investigate and work with vendors to resolve payables issues and disputes.
- Analyze contracts for payments and terms.
- Process annual federal forms 1099, 1096, and 1042.
- Maintain all vendor, accounts payable, and tax files in an organized manner.
- Train new managers and staff on finance policies and procedures.
- Analyze and reconcile general ledger accounts and prepare journal entries.
- Complete bank reconciliations.
- Reconcile payroll liability accounts.
- Reconcile contributed revenue accounts monthly.
- Maintain fixed asset ledgers.



- Reconcile Unrestricted, Temporarily Restricted and Permanently Restricted Net Assets to general ledger monthly.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Assist in annual audit including preparing audit schedules.
- Assist in budget preparation.
- Assist in financial reporting.
- Maintain internal controls and identify process improvements.
- Provide support to Controller and CFO by assisting with special projects as requested.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Willingness to learn new processes and assume additional responsibilities over time.
- Work independently and exercise good judgement.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in accounting or finance required.
- Minimum of 2 years professional experience required.
- Certified Public Accountant preferred.
- Proficient in general ledger accounting software and Microsoft Office programs. Strong written and oral communication skills.
- Familiarity with non-profit fund accounting principles and GAAP
- Able to work efficiently and with minimal errors.
- Strong organizational skills and the ability to manage multiple tasks at once are essential.

Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 years
Education Required	Bachelor's Degree
Job Type	Employee
Job Status	Full Time
Contact	Lindy Mason (lmason@pittsburghsymphony.org)