

## **ACCOUNTANT**

### **Company Information:**

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

### **Job purpose:**

The 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 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 identifying process improvements, and supporting all departments of the organization to ensure proper and timely expense recognition and payment. The successful candidate should understand the accounting cycle from data input to financial statement presentation. This is a visible position in the organization with frequent interaction across departments. The accountant should possess a willingness to learn, the ability to identify and solve problems independently, and the initiative to take ownership of increasing duties with the possibility of advancing to a more senior role. 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.
- 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 and all state tax withholdings and filings.
- Maintain all vendor, accounts payable, and tax files in an organized manner.
- Train new managers and staff on finance policies and procedures.
- Assist departments with budget tracking and forecasting.
- 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, budgeting, and financial reporting
- Reconcile performance revenues and expenses.
- Perform budget to actual analysis
- Provide support to Controller and CFO by assisting with special projects as requested.
- Work independently and exercise good judgement and critical thinking in a flexible working environment.

**ESSENTIAL QUALIFICATIONS:**

- Bachelor’s degree in accounting or finance required.
- Minimum of 2 years professional experience required.
- Certified Public Accountant preferred – assistance provided with exam expenses
- 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.

<b>Career Level Required</b>	Experienced (Non-Manager)
<b>Experience Required</b>	2 to 5 years
<b>Education Required</b>	Bachelor’s Degree
<b>Job Type</b>	Employee
<b>Job Status</b>	Full Time
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