



Pittsburgh **PARKING** Authority

The Value Parking Network

JOB DESCRIPTION

JOB TITLE: Accounting Manager

CLASSIFICATION: FLSA Exempt

DEPARTMENT: Finance

REPORTS TO: Director of Finance

POSITION SUMMARY:

The Accounting Manager is responsible for performing highly specialized accounting work required to maintain the Authority's general ledger. Working under the direction of the Director of Finance, the Accounting Manager directs and coordinates the daily activities of the accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities of the Authority. The incumbent should be a highly motivated self-starter with supervisory, review, and proofing experience. The incumbent is also responsible for preparing annual financial statements and coordinating the Authority's annual audit.

MAJOR RESPONSIBILITIES AND DUTIES:

- Oversees the daily accounting activities required to maintain the Authority's general ledger.
- Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.).
- Cash management (including placement/movement of funds in various trusts).
- Maintains organized set of detailed records and files to document financial transactions.
- Resolves complex accounting issues or assists other Authority personnel in resolving financial issues.
- Reviews general ledger on a monthly basis to ensure accuracy of posting.
- Produces financial reports involving the Authority's trust accounts for monthly board meetings.
- Coordinates monthly, quarterly, and annual closing activities.
- Produces quarterly and annual financial statements and ad hoc financial reports.
- Makes and implements recommendations to improve accounting processes and procedures.
- Performs other duties as assigned or required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Strong understanding of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB).
- Experience with governmental/non-profit accounting principles and procedures.
- Ability to develop and establish financial policies and procedures.
- Ability to work independently, with little supervision.
- Ability to effectively direct and supervise.
- Knowledge of operating and capital budget concepts.
- Ability to analyze financial data and to prepare accurate reports in a timely fashion.

Knowledge of policies and practices associated with payroll and benefits administration.
Knowledge of personnel policies and procedures.
Knowledge and ability in the use of a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.).
Ability to effectively use a modern automated financial management system. Knowledge of Kintera Fundware and AccuFund a plus.
Strong organizational skills and the ability to maintain detailed records.
Ability to communicate effectively both written and verbally.
Ability to work effectively under stressful conditions.
Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
Ability to establish and maintain effective and appropriate relationships with the public, City of Pittsburgh departments, other Authorities, agencies, and employees.
Ability to be bonded.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

A minimum of a Bachelor's Degree with an emphasis in accounting. At least two years of experience in the area of financial statement preparation, budgeting, payroll, purchasing, accounts payable, and accounts receivable, or the equivalent. Experience working with an automated financial management system.

SPECIAL CERTIFICATES and LICENSES:

Certified Public Account (CPA) designation a must.

BACKGROUND CHECK:

The applicant must successfully complete an Office of Municipal Investigation (OMI) background check.

OTHER:

Must be a City of Pittsburgh resident at time of hiring, or become a resident within six months of hire, and remain so during employment with the Pittsburgh Parking Authority. Must show proof of City of Pittsburgh residency at time of employment or within the six months of hire noted above.

EQUAL OPPORTUNITY EMPLOYER:

The Pittsburgh Parking Authority in conformity with applicable laws is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.

POSITION TITLE: ACCOUNTING MANAGER

The Pittsburgh Parking Authority seeks an Accounting Manager – full time with benefits. The Accounting Manager is responsible for performing highly specialized accounting work required to maintain the Authority's general ledger. Working under the direction of the Director of Finance, the Accounting Manger directs and coordinates the daily activities of the accounting staff to quickly and accurately record the revenues, expenditures, assets, and liabilities of the Authority. The candidate should be a highly motivated self-starter with supervisory, review, and proofing experience. The Accounting Manager is also responsible for preparing annual financial statements and coordinating the Authority's annual audit.

The ideal candidate must be a Certified Public Account (CPA) with at least two years of experience in the area of financial statement preparation, budgeting, payroll, purchasing, accounts payable, and accounts receivable, or the equivalent, as well as experience working with an automated financial management system. Strong understanding of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB) a must.

The candidate must be a City of Pittsburgh resident at time of hiring, or become a resident within six months of hire, and remain so during employment with the Pittsburgh Parking Authority and possess and maintain a current and valid PA Driver's License. The candidate must also successfully complete an Office of Municipal Investigation (OMI) background check.

Applications and the complete job description can be found at www.city.pittsburgh.pa.us/pghparkingauthority