



Pittsburgh **PARKING** Authority

The Value Parking Network

JOB DESCRIPTION

JOB TITLE: Accounting Clerk

CLASSIFICATION: FLSA Non-Exempt

DEPARTMENT: Finance

REPORTS TO: Accounting Manager

POSITION SUMMARY:

The position is responsible for performing a variety of functions which include, but are not limited to; accounts receivable, lease preparation, payment processing, deposit reconciliation, customer service, accounts payable, invoice processing, and other accounting activities. Records revenues, expenditures and other assets and liabilities of the Authority. Assists in the preparation of annual financial statements and regular financial reports. Participates in closing and annual audit activities.

MAJOR RESPONSIBILITIES AND DUTIES:

- Under the supervision of the Accounting Manager, assists with the daily accounting activities required to maintain the Authority's general ledger.
- Accounts receivable activities including customer account maintenance, daily/monthly lease reporting, payment processing, invoicing, resolution of payment issues, deposit processing and reconciliation.
- Accounts payable activities including purchase order processing, invoice processing, monthly reconciliations, mailing of checks, preparing and filing Accounts Payable documents and reports.
- Prepares journal entries and other financial transactions to record revenues, expenditures, assets and liabilities accurately and on a timely basis.
- Assists with the preparation of annual financial statements and regular financial reports.
- Perform daily and monthly deposit reconciliations.
- Assists with performance of monthly, quarterly and annual closing activities.
- Organizes and maintains a variety of detailed financial records, both manually and through automated methods.
- Prepares ad hoc reports or analyses as assigned or required.
- Prepares and/or assists with the preparation of journal entries and posting to general ledger.
- Makes recommendations to improve accounting processes and procedures.
- Prepares memoranda, letters and other correspondence to staff, customers and vendors.
- Resolves payment issues with vendors, customers and others via telephone and in person.
- Assists other Authority personnel in performing day to day financial activities.
- Operates office equipment (e.g., personal computer, calculator, fax machines, copier, folder/insertor, postage machine, etc.).
- Performs activities, functions and other related tasks and duties as assigned or required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of Generally Accepted Accounting Principles (GAAP).

- Familiarity with governmental/non-profit accounting principles and procedures.
- Ability to comply with established financial policies and procedures.
- Ability to analyze financial data and to prepare accurate reports in a timely fashion.
- Knowledge and ability in the use of a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, Accounting software including A/R, A/P and General Ledger, etc.), including strong understanding of data bases.
- Ability to learn and effectively use a modern automated financial management system.
- Strong organizational skills and the ability to maintain detailed records.
- Ability to communicate effectively, verbally and in writing.
- 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, fellow employees, City of Pittsburgh departments, other Authorities and agencies.
- Ability to make mathematical computations quickly and accurately.
- Ability to be bonded.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

A minimum of an Associate Degree with emphasis in accounting. At least one year of experience working with accounts receivable, accounting software invoice generation, payment processing, payment issue review and resolution, interaction with customers, accounts receivable account maintenance. One year of experience working with an automated financial management system.

A Bachelor's Degree in accounting, finance or business administration would be a plus and could be substituted for one year of experience.

POSITION WORKING CONDITIONS/PHYSICAL DEMANDS (included but are not limited to):

Physical Demands – Job Requirements:

- Daily – Finger movement – Fine Dexterity, Finger movement-Coordination (using keyboard, keypad, calculator, filing, filing in ring binders). Hearing – Conversation, Seeing-Near, Seeing-Far, Speaking Clearly, lifting files and binders up to 25 pounds, walk up and down flights of steps daily.
- In-frequently (as needed) – lifting and/or moving storage files up to 80 lbs.

EXAMINATION:

A written and/or performance examination based on the above knowledge/skills/abilities may be required.

OTHER:

Must show proof of City of Pittsburgh residency at time of employment and maintain City of Pittsburgh residency throughout employment.