

## **JOB DESCRIPTION**

**POSITION:** Accounting Specialist

**SALARY:** TBD

**FLSA:** Non-Exempt

**DIVISION:** Finance

**POSTED:** 01/27/2017

**DEADLINE:** Until Filled

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### **SUMMARY:**

Under the supervision of the Finance Manager, assists with the maintenance of the Authority's accounting records and daily transactions. Performs general accounting; payroll, accounts receivable and accounts payable processing and oversight; and other duties required under the Authority's accounting procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in the maintenance of the general ledger using an automated system to include the preparation and posting of journal entries.
- Performs monthly bank reconciliation, verifies Authority deposits and addresses various questions or problems with banking institutions.
- Provides backup for other positions within the department when necessary, including but not limited to Finance Manager, and Payroll Specialist.
- Monitors accounts receivable processes, including collections, deposits and related record keeping.
- Compiles requested financial reports, summaries and analyses as assigned.
- Facilitates annual audits and the preparation of related schedules.
- Performs accounts payable duties such as verifying invoices for payment, ensuring expenditures are charged to appropriate accounts, reviewing clerical entry and processing vendor checks on an automated system.
- Performs data entry related to project accounting and payables.
- Maintains documents for the Finance department, including cataloging and filing.
- Performs activities and functions of related lower-level personnel and other related tasks and duties that are assigned or required.
- Assists Finance Manager with coordinating annual inventory with Warehouse staff, including participating in physical counts.
- Assists Finance Manager with month and year end closes, and provides backup when necessary.
- Assists with initiatives and projects.
- Maintains confidentiality at all times.
- Meets divisional benchmarks within established guidelines.
- Acts in the absence of the Finance Manager and represents the Manager in meetings and on specific projects.
- Performs other duties as assigned or required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of standard accounting procedures and principles including budgetary processes.
- An ability to establish and maintain complex financial records with automated systems.

- Ability to organize and prioritize work; follow established codes, policies, and guidelines; perform work in accordance with safety regulations, guidelines and practices; work independently in absence of supervision; understand and carry out oral and written instructions; operate computer equipment and software applications related to assignment; communicate effectively and establish and maintain effective working relationships with others encountered in the workplace.
- Excellent oral and written communication skills including English usage, spelling, and grammar. Ability to multi-task, prioritize, and works well with all personality types.
- Knowledge of modern business processes; computer equipment and software applications related to assignment, specifically Microsoft Office, and especially Microsoft Excel and PowerPoint; appropriate safety precautions, procedures, practices and regulations; experienced and proficient user of complex financial and accounting software
- Or combination of education and professional experience as described above.

**GENERAL REQUIREMENTS:**

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in Finance, Accounting or related field.
- One to three years of experience in the areas of Finance and/or Accounting, experience with Microsoft Dynamics GP preferred.

**APPLICATIONS:**

Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com,

**An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis as is protected by federal, state or local law.*