

## **JOB ANNOUNCEMENT**

**POSITION:** Accounting Specialist  
**DIVISION:** Finance  
**SALARY:** \$51,750 - \$66,950

**POSTED:** January 22, 2018  
**APPLICATION DEADLINE:** Until Filled  
**FLSA:** Exempt

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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 with the City of Pittsburgh throughout employment with the PWSA. Must present and maintain a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License 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:**

Available in the Human Resources, 1200 Penn Avenue or online at [www.pgh2o.com](http://www.pgh2o.com). Submit resume and cover letter to: The Pittsburgh Water and Sewer Authority, Human Resources, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, PA 15222 or via email to: [HR@pgh2o.com](mailto:HR@pgh2o.com).

### **An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone based on 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.*