

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: FINANCE

POSITION: ACCOUNTANT

POSITION SUMMARY

This position is for an Accountant in the Finance Department of the Urban Redevelopment Authority of Pittsburgh (URA). The position is responsible for daily processing of various accounting transactions and other duties as deemed necessary by the Management Team. This position reports directly to the Finance Department's senior manager.

EXAMPLES OF REPRESENTATIVE DUTIES

- Reconcile bank accounts;
- Process daily lockbox receipts for loan payments;
- Send wire transfers;
- Record loan draws in loan accounting software;
- Adjust journal entries and other closing activities;
- Assist outside auditors where applicable;
- Communicate financial information and findings to both accounting and non-accounting users;
- Maintain good working relationships with co-workers, other departments and outside contacts; and
- Perform other duties as required.

TECHNICAL KNOWLEDGE

Proficiency in basic computer skills and familiarity with general office software and/or accounting packages as well as Microsoft Office, Word and Excel is required.

QUALIFICATIONS

This position, which is at-will and non-union, requires grant accounting experience, including Accounts Payable, Accounts Receivable and Non-Profit experience with a strong understanding of accounting technology. Progressively responsible experience in the grant accounting field is a plus. Must have comprehensive knowledge of Fund and/or Governmental Accounting, and the ability to classify, analyze, interpret, prepare, and communicate financial information. The applicant must be team orientated; strong verbal and written communication skills is required. The applicant should be detail oriented with the ability to provide input on the overall operations and other general issues of the department.

The position requires college coursework plus one year training in bookkeeping/accounting, office management, business administration or related field. The position also requires three years of experience of progressively responsible work in a PC-based environment. The ability to maintain bookkeeping and/or accounting records, to use processing and spreadsheet software competently and to have effective oral and written communication within the URA and externally is also required. The ability to assemble, correlate and analyze data and work independently on a variety of tasks is

important. Another combination of education, knowledge, bookkeeping and accounting abilities demonstrating the qualifications necessary to perform the duties of this position would be acceptable.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be a City of Pittsburgh resident, or become one as a condition of employment at URA.

Please send resume and letter of interest to:

Thomas Short
Director, Finance Department
Urban Redevelopment Authority
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