

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: FINANCE

POSITION: ACCOUNTANT

(THIS POSTING IS FOR TWO POSITIONS)

POSITION SUMMARY

This position is for an Accountant in the Finance Department of the Urban Redevelopment Authority of Pittsburgh (URA). The Accountant is responsible for daily processing of various accounting transactions and other duties as deemed necessary by the managing supervisor.

ESSENTIAL FUNCTIONS

- Reconcile bank accounts
- Record loan draws in loan accounting software
- Adjust journal entries and other closing activities
- Principles of fund (cost) accounting is a primary function of the job in accordance with GASB standards
- Assist outside auditors on as needed basis
- Communicate financial information and findings to both accounting and non-accounting users
- Develop and maintain positive working relationships with co-workers, personnel in other departments, and outside contacts
- Perform other duties as required, including back-up to other accountant functions

QUALIFICATIONS

This exempt position, which is at-will and non-union, requires a B.S. in Accounting. In lieu of this level of education, the applicant must have a high school diploma and 10 years or more of experience working in accounting and/or a related field. Three years of experience that exhibit progressively responsible work in a PC-based environment, along with proficiency in basic computer skills and familiarity with general office software (Microsoft Office, Word, and Excel), and/or accounting packages is also required. The applicant must have a strong understanding of accounting technology and experience in grant accounting; that includes Accounts Payable, Accounts Receivable, and Non-Profit Accounting. Progressively responsible experience in the grant accounting field is a plus. Knowledge of Fund and/or Governmental Accounting, along with the ability to classify, analyze, interpret, prepare, and communicate financial information is required. The applicant should be detail and team oriented with the ability to provide input on the overall operations and other general issues of the department. 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 are required. Additionally, 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 will be considered.

SALARY

Range: \$45,000 - \$50,000

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 orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please send resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617
Email: cbrooks@ura.org

12/12/16