



DEPARTMENT: Finance
POSITION: Senior Accountant

POSITION SUMMARY

Senior accountant responsibilities include supervising accounts payable and accounts receivable staff, reconciling account balances, maintaining general ledger, and preparing month-end close procedures. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate also has experience collaborating and/or managing a team of accountants. Senior accountant duties also include ensuring accuracy and effectiveness in all of the Finance Department's accounting tasks.

ESSENTIAL FUNCTIONS

- Supervise accounts payable and accounts receivable staff.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Maintain and manage Fixed Asset Portfolio.
- Spot errors and suggest ways to improve efficiency and cost savings.
- Review and recommend modifications to accounting systems and procedures.
- Provide input into the department's goal setting process.
- Prepare financial statements.
- Plan, assign and review staff's work.
- Support the month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board principles (GASB) principles.
- Assist the Finance Manager in identifying and improving financial processes and procedures.
- Perform such other duties as may be required.

QUALIFICATIONS

- Bachelor of Science degree in Accounting or Finance
- Proven experience as a senior accountant, or equivalent work experience
- Thorough knowledge of Fund Accounting Principles
- In-depth understanding of GAAP and GASB
- Experience and full understanding of financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages like Serenic and QuickBooks
- Advanced MS Excel skills, including Vlookups and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Excellent team player

- Excellent verbal and written skills
- Customer service skills required
- **City residency is a condition of employment.**

Salary Range: \$55,000-\$60,000

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 email resume and letter of interest to:

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