



Department: Finance

Position: Accounts Payable (AP) Specialist

POSITION SUMMARY

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

ESSENTIAL FUNCTIONS

- Process all aspects of Accounts Payable: ensure proper general ledger account coding, obtain approvals and documentations, initiate wire transfers, and prepare checks in Serenic accounting system and distribute in accordance with the established payment processing schedule.
- Primary data entry responsibilities include entering accounts payable and journal vouchers.
- Conform with, and abide by, all regulations, policies, work procedures and instructions.
- Document and ensure proper storage of financial records using current technologies.
- Review all invoices for appropriate documentation and approval prior to payment.
- Process check requests and wire transfers, ensuring all appropriate approvals have been received.
- Print and obtain signatures on all accounts' payable checks.
- Distribute and/or mail signed checks as required.
- Maintain all accounts payable reports, spreadsheets and corporate accounts payable files.
- Prepare analysis of accounts as requested.
- Perform filing and copying.
- Research inquiries from vendors and URA staff regarding payment status.
- Communicate improper coding of vouchers to the staff responsible and assist them in utilizing the proper account codes.
- Reconcile activity, prepare, and input journal entries to ensure timely recording of transactions.
- Maintain contact with employees to ensure timely submission of reconciliation reports.
- Suggest, develop and implement efficient methods for performing and accomplishing accounting tasks.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Perform other related duties as required.

REQUIREMENTS

- Thorough knowledge of basic, fund and/or government accounting.
- In-depth understanding of GAAP.
- Familiarity with financial accounting statements.
- Experience with general ledger functions and month-end/year-end closing processes.

- Hands-on experience with accounting software packages ie: Serenic and QuickBooks.
- Accuracy and attention to detail.
- Aptitude for numbers and quantitative skills.
- BS degree in accounting preferred or relevant AP skills of one (1) year or more.

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
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