

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Senior Accountant

DATE UPDATED: 4/26/23 **DESCRIPTION NUMBER:**

EXEMPTION STATUS: Exempt

The Sports & Exhibition Authority (SEA) develops first class sports, entertainment, recreational, and convention venues to benefit Pittsburgh's economy and improve quality of life.

GENERAL: The Senior Accountant is responsible for assisting with the on-going accounting operations and maintenance of internal controls procedures. Specifically, the position will focus on accounts receivable and accounts payable, as well as special projects and analysis for the SEA's parking, and operating budgets. This position will provide overall support for the SEA's Accounting Department. The Senior Accountant reports directly to the Controller and accepts assignments from the Chief Financial Officer.

DUTIES AND RESPONSIBILITIES: Main areas of responsibilities include but are not limited to the following:

- The ability to identify and drive system and process improvement opportunities with a keen focus on automation, simplification, and process/system sustainability
- Recommend and implement new AccuFund (accounting system) features or changes to configuration/workflows
- Analyze financial data and compile and prepare accurate reports on a monthly and quarterly basis
- Record all Accounts Receivable transactions in AccuFund, including preparing invoices and tracking payments
- Record all Accounts Payable transactions in the AccuFund, including obtaining proper authorization of signatures
- Assist in reconciling general ledger accounts, with emphasis on the parking and accounts utilizing accounting and other financial systems and software

- Monitors expenditures against budget and assists in the preparation of budgets
- Reconcile parking and convention center reports and compile information received from vendors to AccuFund and internal SEA reports
- Assist in grant funding reconciliation
- Assists in collecting, recording, and depositing funds received by the SEA
- Acts as liaison with other departments and vendors to expedite deliveries, explain bills, give information, etc., as requested, or required.
- Perform other duties as required and requested.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- A Bachelor's degree in Accounting or Business, with 3-4 years of related accounting experience preferred.
- Strong knowledge of AccuFund accounting software
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, associates, outside agencies
- Strong analytical skills and high level of proficiency with MS Excel
- Highly organized, with good time management and prioritization skills, acute attention to detail, works with a sense of urgency to meet deadlines

SALARY: \$55,000-\$70,000

RESIDENCY REQUIREMENT

Must live or be willing to relocate to Allegheny County

Must be fully vaccinated for COVID 19

Candidates must send their resume with a cover letter and salary requirements to hr@pgh-sea.com