

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Staff Accountant

DATE UPDATED: 02/26/2024

EXEMPTION STATUS: Non-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 Staff Accountant is responsible for assisting with the on-going accounting operations and maintenance of internal controls procedures. Specifically, the position will focus on Accounts Payable, as well as special projects and analysis for the Authority's construction and operating accounts. This position will provide overall support for the Authority's Finance Department. The Staff 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:

- Record all Accounts Payable transactions in the General Ledger system, including obtaining proper authorization of signatures.
- Help to maintain the SEA general accounting policies by posting journal entries and preparing detailed account analysis on spreadsheets as necessary.
- Complete bank reconciliations
- Summarize monthly bond activities from various trustee statements and account for these transactions within the general ledger.
- Assist with year-end audit analysis and reconciliation of General Ledger accounts, as well as the detail associated with each.
- 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

- 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:

- Associates' degree in Accounting with 1 year of related accounting experience preferred.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, associates, outside agencies
- Analytical skills and 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: \$40,000-\$45,000

RESIDENCY REQUIREMENT

Must live or be willing to relocate to Allegheny County

This position is 100% in the office

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