



POSITION ANNOUNCEMENT

ACCOUNTANT/SENIOR ACCOUNTANT

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school rooted in the Presbyterian Church (U.S.A.) and committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. The Seminary's mission is to form and equip people for ministries familiar and yet to unfold, communities present and yet to be gathered through hybrid master's and doctor of ministry degrees, certificates, and continuing education programming.

POSITION SUMMARY

The Accountant/Senior Accountant is a full-time position that supports the Director of Accounting and contributes to the Seminary's overall financial operations. Responsibilities include general accounting, student accounting, endowment and fund accounting, accounts payable, accounts receivable, payroll, financial reporting, maintenance of accounting records, and adherence to policies, procedures, and internal controls that support compliance with Generally Accepted Accounting Principles (GAAP), regulatory requirements, board mandates, and best business practices.

The position may be filled at either the Accountant or Senior Accountant level, depending on the successful candidate's experience, qualifications, and demonstrated level of responsibility. Candidates hired at the Senior Accountant level will be expected to demonstrate a greater degree of independence, analytical responsibility, and ownership of accounting processes and financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in timely preparation and analysis of the financial statements, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and other regulatory requirements.
2. Manage accounts payable and receivable, student accounts, fixed asset accounts including processing invoices, payments and bank account reconciliations.
3. Maintain the general ledger by recording financial transactions and ensuring all entries are documented and accurate.
4. Work closely with others to support the overall financial operations of the company.
5. Assist with annual audit processes.
6. Assist with special projects.
7. Other duties as assigned by management.

QUALIFICATION/REQUIREMENTS

- Demonstrated analytical and communication skills (both written and verbal).
- Demonstrated knowledge of financial information systems along with Microsoft Office applications.
- Demonstrated management and supervisory skills.
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and related College and University accounting guidelines.

EDUCATION/TRAINING/EXPERIENCE

Required:

- Bachelor's degree in business administration or accounting (or equivalent)
- Minimum of five (5) years of related financial experience

Preferred:

- CPA/MBA
- Experience in higher education sectors/nonprofits/endowments

WORK ENVIRONMENT

Seminary business hours are 8:30 am - 4:30pm, Monday-Friday. Most employees work remote on Mondays and Fridays; however, depending upon the needs of the Business Office, this position may be required to work in person five (5) days per week, i.e., year-end reporting, audit season, board meeting preparations, etc.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

TO APPLY

To be considered, interested candidates will provide a cover letter, current resume, and names and contact information (phone and email) of three references to careers@pts.edu. *References will not be contacted without prior permission.*

Applications will be reviewed by members of the hiring team as they are received. Qualified candidates will be interviewed on a rolling basis until the position is filled.

Pittsburgh Theological Seminary will conduct a background check on all final candidates.