



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT SENIOR ACCOUNTANT

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Senior Accountant is a full-time position that supports the Director of Accounting. This position will have a profile that consists of general accounting, student accounting, endowment and fund accounting, accounts payable, accounts receivable, payroll, external and internal financial reporting, maintenance of the accounting records, and following policies, procedures, and controls that ensure compliance with generally accepted accounting principles, regulatory requirements, board mandates, and maintain best business practices.

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 preferred
- Experience in higher education sectors/ nonprofits / endowments a plus

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.

TO APPLY

Interested candidates will provide a cover letter, resume, and three references (names, email/phone information) to: careers@pts.edu.

Review of application packets will begin on December 1st and the position is anticipated to start on January 26, 2026. However, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.