



**PITTSBURGH THEOLOGICAL SEMINARY
POSITION ANNOUNCEMENT
STAFF ACCOUNTANT/PAYROLL ADMINISTRATOR**

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 Staff Accountant/Payroll Administrator is a full-time position that supports the Director of Accounting. This position will have a profile that consists of payroll, general accounting, student accounting, endowment and fund accounting, accounts payable, accounts receivable, 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. Expected breakdown of time spent in each accounting area is: 50% payroll, 25% accounts payable, 15% accounts receivable, 5% student accounting, and 5% other general accounting, subject to change based on organizational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure bi-weekly and monthly payroll is processed accurately and timely, including reporting requirements
2. Manage payroll updates related to new hires, terminations, compensation changes, deductions, and other employee data.
3. Address and resolve payroll discrepancies, employee inquiries, and audit findings in a timely and professional manner.
4. Ensure compliance with federal, state, and local payroll tax regulations; prepare and reconcile payroll tax filings, W-2s, and other quarterly and year-end reports.
5. Manage accounts payable and receivable, student accounts, fixed asset accounts including processing invoices, payments and bank account reconciliations.

6. Maintain the general ledger by recording financial transactions and ensuring all entries are documented and accurate.
7. Work closely with others to support the overall financial operations of the company.
8. Assist with annual audit processes.
9. Assist with other assigned duties and special projects 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 3 years of experience in payroll accounting or financial operations, preferably in higher education or a nonprofit setting.

Preferred:

- Proficiency in payroll systems, with demonstrated experience using Paycom and familiarity with Jenzabar or similar ERP systems
- 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.

Review of application packets will begin on May 11, 2026 and the position is anticipated to start by or before June 15, 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.