



**PITTSBURGH THEOLOGICAL SEMINARY
ACCOUNTS PAYABLE/PAYROLL SPECIALIST
JOB POSTING**

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters' and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. 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:

Reporting to the Assistant Controller, the Accounts Payable/Payroll Specialist will perform a variety of accounting support tasks within the Business Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Accounts Payable (A/P):
 - a. Creates and reconciles related payable systems files, ensuring the timely and accurate reporting of related liabilities.
2. Payroll processing:
 - a. Preparation of payroll records for transmittal to ADP payroll processing systems, ensuring the timely and accurate payment of employee payrolls.
 - b. Reconcile and generates payroll reports and related journal entries, ensuring the timely and accurate reporting of salaries and mandated benefits.
 - c. Preparation of quarterly and annual payroll tax reports and filings, ensuring compliance of related IRS and State, Local tax reporting requirements.
3. Assists Account Receivable Accountant by inputting student payments (tuition and rent) and miscellaneous cash receipts into the A/R systems module - ensuring the timely and accurate recording of related Seminary revenues.
4. Creates all ACA (Affordable Care Act) reporting and filing requirements.



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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

5. Supports the Finance Department under minimal supervision with latitude for use of initiative and independent judgment as illustrated but not limited by the following:

a. General Ledger Activities:

Prepares assigned journal entries, including Cash, Payroll Taxes, and Internal Cost Allocations, ensuring the accurate and timely reporting of related accounts.

b. Assists Assistant Controller with data entry and error checking related to year-end close and annual budget.

c. Provides payroll control report and assist with vendor control report.

d. Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Demonstrated analytical and communication skills (both written and verbal). Demonstrated *knowledge of Microsoft Office software applications - Excel preferred. Demonstrated knowledge of local, state and federal payroll tax requirements. Jenzabar Educational Software knowledge is preferred but not necessary. Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and related College and University reporting guidelines.*

EDUCATION/TRAINING/EXPERIENCE:

Associate or Bachelor's degree in Accounting or related field, along with a minimum of 2 years of relevant experience.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

EQUAL EMPLOYMENT OPPORTUNITY:

Pittsburgh Theological Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. The Seminary also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.



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EXPECTATION FOR ALL EMPLOYEES:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Business Office search at careers@pts.edu.

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.