



PITTSBURGH THEOLOGICAL SEMINARY

ACCOUNTS PAYABLE/ STUDENT HOUSING ACCOUNTING SPECIALIST

JOB POSTING

POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for an experienced Accounts Payable/Student Housing Accounting Specialist to provide administrative and clerical accounting support in the Business Office.

While reporting to the Assistant Controller, the Accounts Payable/Student Housing Specialist will perform a variety of accounting support tasks. This role will interact with students, faculty, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Accounts Payable (A/P):** Creates and reconciles related payable systems files, ensuring the timely and accurate reporting of related liabilities.
Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
Pays vendors by verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
Provides assistance and instruction to seminary students, faculty, and staff preparing expense reports, check requests, and invoices for payment.
2. **Student Billing:** Assists with student payments (including tuition and rent) and other cash receipts into the Jenzabar System. Assists with reconciling and preparing bank deposits.
3. **Prepares all student account adjustments, including rent charges, refunds, and deposits for each billing cycle.** Input 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. **Student Housing:** Manages and processes all housing inquiries, applications, requests, and commitment fees. Shows available housing to students and/or potential renters.
Prepares and maintains all housing records including lease materials, housing regulations, housing assignments, rent charges and refunds, inspection reports, and special requests.
Coordinates with Director Facilities and the management company of the Stanton Highland Apartments on move in/move out procedures and timely completion of maintenance requests. Manages all housing communication with students and/or renters in coordination with other seminary departments, such as Admissions, Financial Aid, IT, and Facilities.
5. **Supports the Business Office 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.



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- 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. Attention to detail is critical. 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.

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.

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.

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 students 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



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and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal 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.