



**JUNIOR ACCOUNTANT
PART-TIME (28 HOURS PER WEEK)
JOB POSTING
APRIL 2020**

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.

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. In 2020 the Seminary will implement its next Strategic Plan and continue advancing the institutional master plan.

POSITION SUMMARY

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

PRIMARY RESPONSIBILITIES:

- Accounts Payable
 - o Enters vouchers into the Jenzabar accounting system, ensuring timely and accurate reporting of liabilities.
 - o At mid-month, month end, and for periodic emergency payments prepares the file, reports and checks to be printed for disbursement to vendors and others.
 - o Monitors tax-exempt status of invoiced items and prepares tax-exempt forms as needed.

- Expense Reports
 - o Reviews and approves all Seminary expense reports using SAPs Concur module ensuring accurate reporting and appropriate expense back up is included.
 - o Ensures Seminary Credit Card bill is processed and paid on time.
 - o Prepares journal entries to reclass expense that has been placed into employee receivables.



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PRIMARY RESPONSIBILITIES (cont.):

- Receipt Processing
 - o Inputs student payments (including tuition and rent) and miscellaneous cash receipts into the Jenzabar A/R systems module.
 - o Assists with reconciling and preparing bank deposits.

- Other
 - o Supports students by processing payments and addressing student inquiries.
 - o Assists other department team members as needed.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS/REQUIREMENTS:

Demonstrated analytical and communication skills (both written and verbal). Demonstrated knowledge of Microsoft Office software applications – Word and Excel preferred. 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.

EXPECTATION OF ALL EMPLOYEES:

Supports the mission of the Pittsburgh Theological Seminary which is a caring and ecumenical community seeking to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach.

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



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WORK ENVIRONMENT:

Typical Office

Job Location

616 North Highland Avenue, Pittsburgh, PA 15206

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 should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Junior Accountant Search Committee at careers@pts.edu.

The search committee will begin its review of applications on April 15, 2020. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.