

Job Description

BOOKKEEPER

Reports to: Manager of Administration and Organizational Services
Location: Headquarters – Pittsburgh
Exempt Status: Exempt
Level: Professional

SUMMARY

Reporting directly to the Manager of Administration, this position is primarily responsible for analysis of financial information and assisting with preparation of financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned.)

- Responsible for all accounts payable and accounts receivable for the company including invoice reconciliation function, banking, and posting of all association transactions.
- Assist with the preparation of consolidated financial statements for both external reporting and internal reviews (Income Statements, Balance Sheet, Cash Flow, and Shareholder's Equity).
- Support the preparation of control metrics for internal usage, project tracking, margin analysis, and other financial measures as required.
- Manage expense controls daily and review financials monthly.
- Daily management of all accounts receivable and cash disbursements for consolidated entity.
- Support the Senior Accountant in reporting to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.

EDUCATION AND EXPERIENCE

- Associates degree in Accounting, Business or related discipline or equivalent experience.
- A minimum of 2 years of experience in corporate business setting.
- Thorough understanding of general ledger, accounts payable and accounts receivable, financial reporting, and financial controls.
- Working knowledge of enterprise level accounting systems.

- Demonstrated proficiency with Proficiency with MS Office suite of products including mastery of MS Excel.

COMPLIANCE REQUIREMENT *Comply with all relevant information security policies and regulations, including HIPAA.*

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbent will work primarily in an office environment and will be required to sit for extended periods of time and move from office to office or to conference rooms as needed. Incumbent will be required to use a PC with keyboard for extended periods of time and use a telephone. Incumbent may be required to lift objects up to 25lbs.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work location is a climate controlled indoor office. Incumbent may be required to visit locations outside of the office from time-to-time. Incumbent will be expected to work on several projects/assignments simultaneously and may need to work outside of core operating hours as requested.

COMPETENCIES

- Written and verbal communications
- Attention to detail
- Collaboration
- Multitasking
- Self Starter/Initiative
- Problem Solving
- Leadership