



Programs of the Western Pennsylvania School for the Deaf

Dr. Steven E. Farmer, Chief Executive Officer

POSITION OPENING  
10/10/2017

POSITION TITLE: Accountant

REPORTS TO: Chief Financial Officer

LOCATION: Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB  
DESCRIPTION:

This is a non-exempt, full-time position. Responsibilities include formulating billings including but not limited to transportation services, 1:1 PCA services, off-campus interpreting, retiree medical benefits, Lionworks, lobbying services, educational services, evaluation services, summer programs, lunch program invoices; ad-hoc billings including SLPI evaluations, psychological evaluations, etc., manages recording of accounts receivable to ensure proper revenue recognition, performs daily cash management to ensure incoming receipts are properly coded, maintains and review account receivable aging as well as oversee the timely collection of account balances, summer program contracts for Extended School Year and summer Preschool with school districts, intermediate units for eligible students, Choices for Children contracts administration for all counties and entities serviced across the Commonwealth of Pennsylvania, IDEA-B grant administration, ensures compliance with all grant and contract requirements, prepares reports for Federal, State and County agencies including quarterly and year-end reporting, preparation of Agreed Upon Procedure Schedules as required, lead accountability for the Food Service Management company contract, responsible for required documents and schedules needed for the initial year bid for a food service management company following PDE procurement procedures, NSLP Program Administration – FSMC contract annual renewal including gathering all the required documents and schedules to be submitted with renewal and other associated agreements connected with the program, ensures compliance for the Food Service Area with PDE procurement procedures, completes the Online Sponsor Application for the PDE/ Division of Food and Nutrition, calculate the daily student lunch cost utilizing the Paid Lunch Equity tool, calculate and complete the Nutrition Financial Report (NFR), maintains certificates of insurance and other contract requirements to ensure compliance, manage correspondence with all contracted parties, coordinates staff credit card reporting, performs analysis of credit card expenditures and reports of any unusual activity or personal charges to the CFO, ensures compliance with WPSD credit card policy.

MINIMUM  
QUALIFICATIONS:

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Act 82.

A minimum of Associate’s Degree in Accounting or Business Administration is required with 2+ years general accounting experience. Excellent written and communication skills with a strong attention to detail and the ability to meet deadlines is also required.

The Sign Language Proficiency Interview (SLPI) for this position is “Survival.” The minimum level accepted at hire is “No Functional Skills.”

APPLICATION  
PROCEDURE:

Send letter of application and resume or contact with questions or concerns:  
Dori L. Bachar  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
dbachar@wpsd.org

The Western Pennsylvania School for the Deaf does not discriminate in its programs of education, employment, and all other activities on the basis of race, color, national origin, ancestry, sex, age, religion, disability, or sexual preference.

