

**POSITION OPENING**

5/1/2018

**POSITION TITLE:**

Accounting Associate

**REPORTS TO:**

Chief Financial Officer

**LOCATION:**

Western PA School for the Deaf, Pittsburgh, PA

**JOB**

**DESCRIPTION:**

This is a non-exempt, part-time position working 22.5 hours per week, Monday, Wednesday, and Thursday from 8:00 AM – 4:00 PM. Responsibilities include reviewing accounts payable invoices for compliance with policy, match invoices with any associated purchase orders, packing slips, review and verify invoices and check requests, calculate extensions and totals, review coding of invoices or code invoices to ensure they are going to the proper department, general ledger account and enter or upload invoices into the accounting system, process credit card payments for accounts payable invoices, prepare and process electronic funds transfers and check runs, create and submit electronic files for EFT and positive pay to the bank, match invoices to EFT statements or check copies, obtain all signatures and distribute checks accordingly, post transactions to journals, ledgers and other records and perform monthly reconciliation of accounts payable to the general ledger, 1099 MISC reporting and preparation of materials for annual audit.

**MINIMUM**

**QUALIFICATIONS:**

Associate's Degree in Business or Accounting with Microsoft experience, Excel, Word and database, minimum of three years accounting experience, fund/non-profit accounting systems experience preferred.

PA State Police Criminal Clearance (Act 34)  
PA Child Abuse History Clearance (Act 151)  
FBI Clearance  
Act 82  
Mandated Reporter Training Certification

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

**APPLICATION  
PROCEDURE:**

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

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