



Programs of the Western Pennsylvania School for the Deaf

POSITION TITLE:

Accountant (8:00 AM – 4:00 PM M-TH, 8:00 AM – 3:30 PM F)

REPORTS TO:

Chief Financial Officer (CFO)

LOCATION:

300 E Swissvale Ave, Pittsburgh, PA 15218

POSITION START:

ASAP

JOB DESCRIPTION:

This is a full-time, exempt position. Responsibilities include:

- Preparation of billing for Itinerant and Audiology services
- Purchasing for all WPSD departments. Maintenance of purchase order logs and electronic P.O. files for both WPSD and SSDHHC
- Download monthly 2400 trust account reports for distribution
- Preparation of bank deposits including copying of checks and other supporting documentation, performs remote deposit and/or takes deposits to all banks two times weekly
- Monthly reconciliation of general ledger accounts
- Monthly reconciliation between accounting and fundraising software
- Maintenance of electronic filing of schedules and data required for the annual external audit
- Reconcile monthly food service invoice
- Provides support/back-up for Accounts Payable Clerk
- Performs activities in compliance with GAAP and GAAS

QUALIFICATIONS:

A Bachelor's degree in Accounting preferred. Minimum two years of accounting experience also preferred. Fund/non-profit accounting systems experience. Proficient in use of computers and Microsoft Office required.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is "Novice." The minimum level accepted at hire is "No Functional Skills."

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required. Physical, TB and Drug Screen also required.

APPLICATION PROCEDURE:

Send letter of application and resume to:

Lauren Hayes
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

