



PITTSBURGH SYMPHONY ORCHESTRA

Accountant

Reports to: Controller

Status: Exempt, Full-Time

Job Purpose

The accountant will be an integral part of the finance team, taking leadership in the audit process and contributing to the establishment and enforcement of the department's policies and procedures. The accountant will be responsible for a broad range of duties, including administering all aspects of accounts payable, assisting in budgeting and financial reporting, preparing journal entries and account reconciliations, maintaining internal controls and identifying process improvements, and supporting all departments of the organization to ensure proper and timely expense recognition and payment. The successful candidate should understand the accounting cycle from data input to financial statement presentation.

This is a visible position in the organization with frequent interaction across departments. The accountant should possess a willingness to learn, the ability to identify and solve problems independently, and the initiative to take ownership of increasing duties with the possibility of advancing to a more senior role.

Essential Duties and Responsibilities

- Responsible for performing the accounts payable processes for the organization.
- Ensure payments comply with all applicable local, state, and federal laws.
- Investigate and work with vendors to resolve payables issues and disputes.
- Analyze contracts for payments and terms.
- Process annual federal forms 1099, 1096, and 1042 and all state tax withholdings and filings.
- Maintain all vendor, accounts payable, and tax files in an organized manner.
- Train new managers and staff on finance policies and procedures.
- Assist departments with budget tracking and forecasting.
- Analyze and reconcile general ledger accounts and prepare journal entries.
- Complete bank reconciliations.
- Reconcile payroll liability accounts.
- Reconcile contributed revenue accounts monthly.
- Maintain fixed asset ledgers.
- Reconcile Unrestricted, Temporarily Restricted and Permanently Restricted Net Assets to general ledger monthly.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Assist in annual audit, budgeting, and financial reporting
- Reconcile performance revenues and expenses.
- Perform budget to actual analysis
- Provide support to Controller and CFO by assisting with special projects as requested.



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Required Education, Experience and Abilities:

- Bachelor's degree in accounting or finance or equivalent experience.
- 0 - 4 years professional experience required.
- Certified Public Accountant or candidate preferred – assistance provided with exam expenses
- Proficient in general ledger accounting software and Microsoft Office programs.
Strong written and oral communication skills.
- Familiarity with non-profit fund accounting principles and GAAP
- Able to work efficiently and with minimal errors.
- Strong organizational skills and the ability to manage multiple tasks at once are essential.
- Able to work independently and exercise good judgement and critical thinking in a flexible working environment.

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

The Pittsburgh Symphony, Inc. provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org