



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Accountant
DEPARTMENT/DIVISION/SECTION: Controller's Office/Accounting Division
REPORTS TO: Manager of Accounting

MINIMUM REQUIREMENTS:

Bachelor's degree in Accounting or Finance. Education must include a minimum of 12 credit hours in accounting with one to two years' work experience in accounting.

POSITION SUMMARY:

The Accounting Division prepares audited financial statements and other financial reports to control and account for funds and to analyze and project financial data. Once in-office training has been completed, this position will have a hybrid/remote work environment with two to three days in the office per week.

DUTIES:

- Prepare interim and annual balance sheets and income statements in accordance with generally accepted accounting principles.
- Prepare adjusting entries to correct or close accounts maintained.
- Establish and maintain relationships with appropriate fiscal staff of county departments and assist them with accounting/finance matters as needed.
- Understand the goals and objectives of assigned tasks and inform Manager of progress or problems.
- Keep abreast of new accounting standards and county developments which affect the financials.
- Special research projects, as assigned.

KNOWLEDGE, SKILLS, ABILITY:

- Work independently.
- Be detail-oriented and organized.
- Maintain regular attendance and punctuality.
- Cultivate inclusive and respectful working relationships.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion without close supervision.
- Recognize problems, identify alternative solutions, and make appropriate recommendations.
- Effectively communicate policies, procedures, and other information relevant to the position both verbally and in writing.
- Knowledge of basic accounting principles is required.
- Maintain regular attendance and punctuality.
- Advanced knowledge of Microsoft Excel and Word is required.
- Experience linking data between Excel files and familiarity with Excel formulas, in particular the "SumIf", "SumProduct", and "VLookup" formulas is desired.
- Use of Microsoft Access and Publisher is a plus.

SUPERVISION RECEIVED:

Manager of Accounting

SUPERVISION EXERCISED:

None

WORK ENVIRONMENT:

Hybrid office/remote; office is in downtown Pittsburgh

PHYSICAL DEMANDS:

Sitting, standing, able to lift 30 lbs

CERTIFICATES/LICENSES:

Drivers License is required; C.P.A. license a plus

SALARY:

\$45,000 - \$55,000 commensurate with experience