



Pittsburgh Downtown Partnership Job Description

Job Title: Accounting Specialist
Department: Administration
FLSA Status: Hourly, Part-time / Non-Exempt

Position Summary:

The Pittsburgh Downtown Partnership (PDP) is seeking an accounting specialist to assist with the Accounts Payable and Receivable functions for the organization. The successful candidate will act as the first line of internal control for disbursements by ensuring invoices have proper coding and authorizations, set up 1099 vendors, maintain W-9 forms and handle vendor relations. The accounting specialist will enter invoices, handle the credit card transactions, and sales receipts and run various reports on a regular and ad hoc basis. The candidate will also assist with payroll processing, annual business improvement district tax billing, and other projects as assigned.

This part-time position will report to the Vice President of Finance and Administration. The ideal candidate will be well organized, accurate, and able to work collaboratively in a team environment. Minimum qualifications include an accounting background, proficiency with Microsoft Office 365, previous experience with QuickBooks preferred, and able to work 16 to 20 hours per week.

Representative Duties and Responsibilities:

- Research of account numbers and class designations for invoices
- Ensure proper coding and authorization for invoices
- Enter invoices into accounting software
- File all open and paid invoices
- Verify that appropriate documentation is obtained from vendors (W-9, etc.)
- Account for credit card processing by reviewing receipts and entering receipts into accounting system
- Assist with bi-monthly payroll processing
- Assist with front desk on as needed basis
- Perform all other duties, at the discretion of management, as assigned

Desired Characteristics & Requirements

- Detail oriented, well organized and accurate
- Bookkeeping or accounting courses and/or 3 years related work experience
- Proficiency with Microsoft Office 365, including Excel.
- Familiarity with accounting software systems Quickbooks and/or Blakbaud
- Ability to work collaboratively in a team environment in support of the mission of the organization
- Ability to pass required clearances for employment

Compensation

Salary: \$20-25 per hour

How to Apply

Please send resume to resumes@downtownpittsburgh.com, subject titled: Accounting Specialist by October 20, 2023.

About the Organization:

Downtown Pittsburgh is essential to the region—the metropolitan heartbeat where business, culture, and entertainment intersect. Formed by Downtown businesses, professionals, civic organizations, foundations, and residents, the PDP develops and implements innovative programs and initiatives to enhance the Downtown neighborhood. We also promote and market this great urban center to millions of people as the region’s premier destination to do business, to call home, or to visit for the best in shopping, dining, and entertainment. The PDP also stands as staunch advocates for all those who make Downtown part of their lives—from businesses to workers to residents.

The Pittsburgh Downtown Partnership is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.