

## Accounting Assistant – Accounts Receivable Specialist

Port Authority is seeking a Accounting Assistant – Accounts Receivable Specialist to record business transactions to the general ledger, process cash receipts, and to audit and verify checks from the Accounts Payable section.

### Essential Functions:

- Utilize PeopleSoft general ledger system to perform the following:
  - Inputs journal entries.
  - Prints reports, as needed.
- Assembles source documents for recording journal entries to the general ledger.
- Reconciles several bank accounts, as assigned.
- Prepares and updates worksheets to reconcile various accounts.
- Utilize PeopleSoft accounts receivable and billing systems to perform the following:
  - Process and records cash receipts on PeopleSoft Accounts Receivable module on a daily basis.
  - Prepares, records, processes and mails miscellaneous invoices.
  - Enters all miscellaneous non-invoice receipts.

### Job requirements include:

- High school diploma or GED, supplemented by twelve (12) credits in accounting from an accredited college or business school.
- Minimum of two (2) years of accounting experience within the past five (5) years.
- Demonstrated ability to use Windows, Microsoft Word and Excel to accurately and efficiently enter and access data.
- Professional and effective communication skills.
- Ability to use a calculator.

### Preferred attributes:

- Familiarity with Port Authority's account classification.
- Experience using PeopleSoft Financials 8.9.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Glenn Huetter  
Employment Department  
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Pittsburgh, PA 15222-2527  
[GHuetter@portauthority.org](mailto:GHuetter@portauthority.org)  
EOE