

Accounting Assistant – Accounts Payable Specialist

Pittsburgh Regional Transit is seeking an Accounting Assistant – Accounts Payable Specialist to Audit and process vouchers for checks to be printed.

Essential Functions:

- Utilizes PeopleSoft accounts payable, procurement and inventory systems to perform the following:
 - Matches and audit invoices with purchase orders and receivers, and settles discrepancies.
 - Audits and enters coded invoices and settles discrepancies.
 - Sets up new vendors.
- Verifies vouchers with computer printout, and corrects errors.
- Registers and distributes invoices for approval.
- Files vouchered invoices in future pay date files to be pulled when check is printed.

Job requirements include:

- High school diploma or G.E.D., supplemented by twelve (12) credits in accounting from an accredited college or business school.
- Minimum of two (2) years accounting / finance experience.
- Demonstrated ability in the use of Microsoft Word, Windows and Excel.
- Professional and effective communications skills.
- Ability to use a calculator.

Preferred attributes:

- Familiarity with account classification.
- Experience using PeopleSoft Financials 9.2.



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

Glenn Huetter
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Pittsburgh, PA 15222-2527
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EOE