

Accounting Assistant – AFCS

Pittsburgh Regional Transit is seeking an Accounting Assistant – AFCS to be responsible for maintaining all aspects of Automatic Fare Collection System billing.

Essential Functions:

- Responsible for distributing all of the media fare throughout Allegheny County and creating the corresponding invoices from the PeopleSoft Financials system. This includes being responsible for the fare media in the vault, maintaining and reconciling quantities on hand, as well as processing and verifying orders received.
- Scheidt & Bachman (S&B) Corporate Web Portal
 1. Maintains customer database. Includes initial set up for each customer, training of users, troubleshooting technology issues and keeping customers informed of any changes and/or systems alerts.
 2. Reconciles PeopleSoft Financial billings with S&B web portal far product orders.
 3. Assists customers with lost and malfunctioning ConnectCards, including blocking, deactivating and replacing cards with fare product and/or stored value.

Job requirements include:

- Associate degree in Accounting or related field from an accredited school. Equivalent experience may be substituted for education on a year-for-year basis.
- Minimum of two (2) years accounting experience within the past five (5) years.
- Valid driver's license.
- Demonstrated ability to use Windows, Microsoft Word and Excel.
- Effective and professional communication skills.

Preferred attributes:

- Familiarity with account classification.
- Experience using PeopleSoft Financials.
- Familiarity with fare instruments and pricing.



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