

Accounting Supervisor

Pittsburgh Regional Transit is seeking a Accounting Supervisor to function as the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT)'s supervising senior operating accountant responsible for: assisting the Manager of Operating Accounting in the utilization of PeopleSoft Financial Systems; participating in the preparation of the monthly financial statements and yearly audit; assisting in the review of accounts receivables; performing various cash reconciliations and learning the Manager's functions to provide back-up.

Essential Functions:

- Supervise the Accounting Assistant – AR Specialist positions: Duties to include:
 - Oversees and assists in the review of customer statements
 - Works with the legal department when necessary to collect payments
 - Reviews the work of the accounting assistants to ensure accuracy
 - Assists in the collection of aged accounts receivables
 - Ensures all revenues are received and recorded each month.
- Utilize PeopleSoft Financials to perform the following:
 - Enter journal entries
 - Reconcile payroll balance sheet accounts
 - Reconcile various bank accounts
 - Run queries on a as needed basis
 - Run envision reports on a as needed
 - Create invoices for the FBI, Regional partners, Contract Services as well as any billings to third parties

Job requirements include:

- BA/BS Degree in Accounting, or Finance from an accredited school.
- Minimum of three (3) years accounting experience.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Professional and effective communication skills.

Preferred attributes:

- CPA or Master's degree in accounting.
- Experience in financial statement closing processes.
- PeopleSoft experience.
- Familiarity with PRT's account classification.
- One (1) year supervisory experience.



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
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
GHuetter@RidePRT.org
EOE