

# Job Description

---

<b>Job Title:</b> Bookkeeper	<b>Reports to:</b> Chief Administrative Officer
<b>Work Status:</b> Full Time	<b>FLSA Status:</b> Exempt

---

## **PPC Mission Statement:**

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

## **Position Summary:**

This position is responsible to perform bookkeeping functions for the Conservancy, including but not limited to, recording and classifying financial transactions, ensuring that all expenses, income and transactions are recorded in the Conservancy's books, and reconciling the Conservancy's financial accounts. The successful candidate will provide support and assistance to the CAO and Conservancy's leadership with financial reporting and budget oversight.

## **Position Duties:**

Performs under the general supervision of the Chief Administrative Officer and is responsible for, but not limited to, the following duties:

### Essential Duties:

- Effectively, accurately and in a timely manner conduct daily bookkeeping functions , including but not limited to, processing deposits and disbursements, recording and classifying financial transactions, ensuring that all expenses, income, and transactions are recorded in the Conservancy's books, and reconciling the Conservancy's financial accounts.
- Effectively, accurately and in a timely manner investigate, determine cause of problem, and provide recommendations for addressing accounts payable and receivable issues to CAO, as needed.
- Accurately and effectively coordinate the salary and overhead allocation worksheets and compute monthly distribution of time among active accounts, working closely with CAO and HR Director.
- Accurately and in a timely manner coordinate and control the retention of the Conservancy's accounting records in an immediately accessible and safe manner.
- Under the direction of the CAO, assist the CAO in the preparation of financial statements and financial reporting. This may involve working with contracted CPA firms, banks and other financially related organizations.
- Under the direction of the CAO, perform accurate and timely tracking of cash flow (expenditures, checks, grants, donations, petty cash, etc.).
- While performing duties for the Conservancy, act to ensure timely, accurate and fiscally responsible performance and prevention of errors.
- Develop recommendations and implement CAO approved processes for maintaining all payroll related needs (checks, time sheets, tax returns, time charging system, etc.) as required to support the Conservancy staff.
- Attend Committee meetings and prepare and report financial information and meeting minutes as requested.

- Under the director of the CAO, assist the CAO in preparation and development of the Conservancy's annual budget.
- Under the direction of the CAO, provide effective, accurate and timely cashflow and business performance reports to assist the CEO, CAO, and department directors in monitoring and modifying, as needed, budgets throughout the fiscal year.

**Related Work:**

- Unimpeachable personal integrity and trustworthiness and a fine-tuned sense of discretion in the handling of confidential and sensitive matters.
- Set appropriate priorities while coordinating multiple projects and meeting critical deadlines.
- Work proactively to resolve problems and conflicts that surface.
- Work is conducted primarily in an office. Work involves some traveling to and from various sites and attendance at meetings or events, some of which may be conducted during the evening or on weekends and irregular hours as necessary to meet deadlines and achieve objectives.
- Keep the Chief Administrative Officer, and when appropriate, the President & CEO, promptly informed of matters as they relate to the department and PPC.
- Perform other related duties as apparent or assigned.

**The Way We Work - The Employees of the Pittsburgh Parks Conservancy:**

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Conservancy strategies and objectives.
- Foster meaningful interaction among diverse individuals through the exchange of information to produce understanding.
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others toward the accomplishment of identified objectives and goals in the best interest of the Parks Conservancy.
- Consistently work toward the common good of the organization and encourage others to do the same.
- Conduct themselves at all times in a professionally appropriate and respectful manner.
- Apply the proper safety/security practices according to established protocols, guidelines and policies.
- Maintain strong work ethic and demonstrate flexibility.

**Knowledge of (position requirements at entry):**

- Contemporary principles and best practices of bookkeeping.
- QuickBooks and Excel.
- Strong financial analysis and mathematical skills related to accounting systems.
- Contemporary principles and best practices of manual and automated accounting systems and computerized accounting systems.
- Outstanding customer service principles and practices within a diverse work and customer environment.
- Microsoft Office Suite.

**Skills and Abilities (position requirement at entry):**

- Strong analytical and reasoning skills and organized and attention to detail.

- Demonstrated high proficiency in Excel and QuickBooks.
- Set appropriate priorities while managing multiple and competing projects and meeting critical deadlines, with minimal supervision.
- Excellent interpersonal skills, with ability to balance team and independent work and adapt to changing conditions and situations.
- Demonstrated proficiency in Microsoft Office Suite.
- Work cohesively within a team environment, adapt to changing conditions and situations, while also able to independently complete job tasks.
- Provide both oral and written communication that is easily understood and direct in its content and listen effectively to thoroughly understand the intended message and a communication style that is open, cordial and issues focused.
- Establish and maintain effective, respectful and productive working relationships in a diverse environment.
- Demonstrate respect and sensitivity for cultural differences.
- Demonstrate outstanding customer service with a diverse customer base.
- Understand and appropriately adhere to and communicate PPC policies and procedures.
- Negotiate, prioritize issues, and meet deadlines, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Accept and provide direction and constructive feedback.
- Critically analyze operations, collaboratively design and institute improvements without disruption of existing operations.
- Demonstrate that one is highly self-motivated with a sense of urgency, a clear set of priorities, a strong work ethic and the ability to anticipate and adapt to change.
- Demonstrate creative problem-solving and the ability to identify and take advantage of emerging opportunities.
- Strong command of the English language (speaking, reading, writing).
- Handle matters with highest degree of professionalism, including maintaining appropriate levels of confidentiality.

**Equipment:**

- Computer, Microsoft Office applications, QuickBooks, and miscellaneous office equipment.

**Experience and Education:**

- Associates Degree from an accredited college or university in Accounting or related field.
- Increasingly responsible bookkeeping experience, including but not limited to, processing deposits and disbursements, recording and classifying financial transactions, reconciling financial accounts: at least four (4) years.
- Increasingly responsible experience in QuickBooks and Excel: at least two (2) years.

OR

An equivalent combination of related experience and education and training may be considered.

- High School Diploma or GED.
- Increasingly responsible bookkeeping experience, including, but not limited to, processing deposits and disbursements, recording and classifying financial transactions, reconciling financial accounts: at least six (6) years.
- Increasingly responsible experience in QuickBooks and Excel: at least four (4) years.

- Accounting coursework, preferred.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear and perform repetitive motions.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting or standing position for extended periods of time.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to ascend and descend ladders to access work areas. The work may occasionally involve the ability to perform light lifting (up to 30 lbs.)

Light Work: Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Normal office environment 95% of the time. 5% of the time out in the field, attending meetings.

Send cover letter with salary requirements and resume to [info@pittsburghparks.org](mailto:info@pittsburghparks.org)

No phone calls please.