



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

BUSINESS OFFICE STAFF ACCOUNTANT

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ.

Pittsburgh Theological Seminary prepares and renews women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

Pittsburgh Theological Seminary seeks a full-time Business Office Staff Accountant to perform a variety of accounting support tasks within the Business Office. The Business Office Staff Accountant will report to the Seminary's Controller.

ESSENTIAL RESPONSIBILITIES

Accounts Payable

- Enters vouchers into the Jenzabar accounting system, ensuring timely and accurate reporting of liabilities.
- At mid-month, month end, and for periodic emergency payments prepares the file, reports and checks to be printed for disbursement to vendors and others including the filing of Payment Vouchers
- Monitors tax-exempt status of invoiced items and prepares tax-exempt forms as needed.
- Assist with the preparation of 1099-NECs and MISC as applicable by law.

Expense Reports

- Reviews and approves all Seminary expense reports using SAPs Concur module ensuring accurate reporting and appropriate expense back up is included.
- Ensures Seminary Credit Card bill is processed and paid on time.
- Prepares journal entries to reclass expense that has been placed into employee receivables.

Receipt Processing

- Inputs student payments (including tuition and rent) and miscellaneous cash receipts into the Jenzabar A/R systems module.
- Assists with reconciling and preparing bank deposits.

Human Resources

- Assist with onboarding new employees into payroll system
- Assist in managing paid time off (PTO) within payroll system
- Assist in reconciling benefit invoices

Other

- Supports students by processing payments and addressing student inquiries.
- Assist with student housing invoicing, receipts and issuance of statements
- Preparation of Federal Tax form 1098-Ts
- Assists other department team members as needed.

QUALIFICATIONS/REQUIREMENTS

- Demonstrated analytical and communication skills (both written and verbal).
- Demonstrated knowledge of Microsoft Office software applications – Word and Excel preferred.
- Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and related College and University reporting guidelines.

EDUCATION/TRAINING EXPERIENCE

- Required
 - Associates or Bachelor's Degree in Accounting or related field
 - Minimum of 2 years of relevant experience
- Preferred
 - Jenzabar Educational Software knowledge is preferred but not necessary.

WORK ENVIRONMENT

Hybrid: in office 3 days a week (T-Th); remote work 2 days a week (M and F). Business hours are 8:30 am – 4:30 pm.

EQUAL OPPORTUNITY EMPLOYMENT

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to careers@pts.edu.

Review of applications will begin on March 4, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.