

JOB DESCRIPTION
PENNSYLVANIA CONVENTION CENTER AUTHORITY

DEPARTMENT: FINANCE

UNIT: ACCOUNTING

FLSA CLASSIFICATION: EXEMPT

POSITION: ACCOUNTANT

POSITION TYPE: REGULAR FULL TIME REGULAR PART TIME
 CASUAL/ON-CALL

GENERAL DESCRIPTION:

The Accountant shall assist the Budget Analyst in the performance of day-to-day accounting functions. The Accountant reports to the Budget Analyst.

TYPICAL WORK ROUTINE INCLUDES BUT IS NOT LIMITED TO:

Prepare journal entries for standard monthly expenses including legal accruals, expense reports, purchasing cards, and intercompany charges.

Prepare monthly reconciliations of all bank accounts. Research all reconciling items and propose adjusting entries.

Prepare monthly reconciliations of all balance sheet accounts and propose adjusting entries.

Act as backup for accounts payable processing including expense code review, data entry and check printing.

Assist the Budget Analyst in the preparation of monthly and annual required reports.

Assist the Audit Manager in preparing schedules and retrieving documents during the annual financial audit process.

Perform other general accounting duties and special projects as determined by the Budget Analyst and Vice President of Finance.

OTHER RESPONSIBILITIES, KNOWLEDGE, SKILL AND ABILITIES:

The Accountant will have knowledge of all accounting and administrative procedures of the PCCA, should be skilled in the maintenance of accurate accounting records, and must possess the ability to work with the Ungerboeck Event Management Software (EBMS) and Microsoft Dynamics Software. The Accountant shall be prepared to interact professionally with fellow employees, contractors, and customers of the PCCA in the performance of day-to-day activities, and shall be familiar with the operating policies and procedures of the Pennsylvania Convention Center and the PCCA's Code of Ethics. All PCCA, client, vendor information, written correspondence and business conversations shall be kept in confidence at all times.

MINIMUM QUALIFICATIONS:

College degree required; major in business, finance, or accounting preferred

Strong Microsoft Office skills required

One (1) year of related accounting experience preferred

Previous work experience with city and state government entities preferred

Or any equivalent combination of acceptable training and experience which has been determined to be acceptable by the Vice President of Finance.

DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Assist in the performance of day-to-day accounts payable and general accounting activities; type alpha and numerical documents; sit for long periods of time while working on computer and at desk while analyzing documents; create and maintain files; effectively problem-solve and prioritize responsibilities; communicate with internal and external clients with courtesy, tact, and professionalism; maintain confidentiality of department information and data.

To Apply

Please send a copy of your most recent resume and cover letter which includes salary requirements to:

jobs@paconvention.com

PJE 10/07