

Title: Bookkeeper
Status: Part Time (10-15 hours week)
Salary: \$20/hour
Reports To: Finance & Administration Manager



Passionate about the arts? Looking for a new challenge and the opportunity to make a difference in your community? We're looking for creative, motivated people like you!

The bookkeeper supports Pittsburgh Glass Center by providing accounting and bookkeeping support including general ledger management, account reconciliations, cash receipts, payables processing, and financial reporting.

Essential Duties & Responsibilities

- Cash: enter all cash receipts into general ledger; prepare bank deposits; maintain deposit records.
- Accounts Payable: enter accounts payable invoices into general ledger; review vendor statements and contact vendors regarding discrepancies; process and mail checks; maintain vendor files; prepare and submit monthly sales tax payments.
- Accounts Receivable: prepare invoices as required; work with programming staff to ensure timely payment; maintain accounts receivable listing.
- Month-end closing: review data and prepare adjusting journal entries; reconcile and propose necessary entries.
- Yearly responsibilities: assist with year-end close; assist in preparing audit requirements for outside auditors.
- Assist in developing financial policies and procedures; assist with the upkeep of an accounting policies and procedures manual; assist in the implementation of the policies and procedures.
- Prepare financial reports as requested.
- Perform other work as required.

Knowledge, Skills & Abilities

- Excellent computer skills; proficient in fund accounting software, Microsoft Office and Excel.
- Aptitude to easily learn new software applications
- Strong verbal and written communications skills; ability to communicate with a broad range of individuals
- Strong interpersonal and collaborative skills
- Highly motivated and calm under pressure

Experience

Minimum Experience:

- Associates degree in accounting or related field, or equivalent experience

Preferred Experience:

- Bachelor's degree in accounting or related field, or equivalent experience
- Previous bookkeeping experience
- Non-profit experience
- Experience with arts organizations

Not sure you meet all of our qualifications? Don't think of this job description as a mandatory, comprehensive list. If you believe that you could excel in this role, we encourage you to apply. Whether you're new to arts and culture administration, returning to work after a gap in employment, or simply looking to transition, we would love to hear from you. Use your cover letter to tell us about your interest in the arts and what you could bring to this role.

Travel Requirements

This is an on-site role. Access to reliable transportation is required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. The work environment characteristics are representative of those an employee encounters in an office environment.

Diversity Statement

PGC is an Equal Opportunity Employer and are dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment. PGC does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs, and other PGC administered programs and activities. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

To Apply

Applicants should submit a resume, and an introductory email/paragraph that explains their experience in relation to the work, responsibilities, and qualifications listed here.

All inquiries and resumes should be sent via email to jobsearch@pittsburghglasscenter.org with "Bookkeeper – Your Last Name" in the subject line and applications will be reviewed until the position is filled.