

**Position:** Accountant and Administration Manager (Shared Position)

**Classification:** Full Time, Exempt

**Reports to:** CFO

**Supervision:** Bookkeepers at each organization

**Hours:**

- Average work week is 40 hours (50% Contemporary Craft / 50% Pittsburgh Glass Center)
- Work schedule: Monday to Friday, some evenings or weekends required, with a standard schedule at each organization. Two days a week in person at each organization and one day per week of remote work.

### **Position Summary**

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The Accountant and Administration Manager is a shared role between Contemporary Craft (CC) and Pittsburgh Glass Center (PGC). The role supports the mission and vision of both organizations by overseeing operations in the areas of financial administration and human resources while being an active participant in the organization's overall operations. Your unique contributions make dynamic arts programming possible for the greater Pittsburgh region.

The Accountant and Administration Manager is the direct liaison to the independent audit firm during the audit fieldwork. The position is also responsible for all payroll functions including timely submission of payroll, administration of benefits, and onboarding of staff and independent contractors. The position also provides support for the Shared CFO and the finance/audit/investment committees.

### **Essential Functions and Responsibilities**

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#### I. Financial Management

- Prepare monthly and year-end closings. Perform monthly general ledger reconciliations, resolving discrepancies and ensuring data accuracy between AccuFund Accounting System (CC)/Fund EZ (PGC) and other systems utilized by each organization.
- Oversee financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Monitor financial systems and controls to ensure accuracy and reduce risk and compliance with tax regulations (federal, state, local, payroll, etc.).
- Maintain all financial records, ensuring the general ledgers, financial statements, investment statements and reports are prepared in a timely and accurate manner.
- Maintain and update financial policy and procedures, and the distribution of the file to the staff members.
- Assist with preparation of fiscal records and reports required for the annual independent financial and tax audit.
- Maintain Restricted Funds spreadsheet and perform monthly reconciliation
- Payroll preparation and processing.
- Fixed Asset record keeping.

- Participate in meetings with the organization's board and finance and executive committees as requested.
- Ensure the accuracy of the bookkeeper's work at each organization.

#### Cash

- > Monitor cash position and keep appropriate staff informed of cash position.
- > Verify the accuracy of daily bank deposits.
- > Review monthly bank reconciliations within accounting systems. Review credit card reconciliation.

#### Accounts Payable/Receivable

- > Generate and enter all necessary accounting journal entries.
- > Review and submit monthly sales and use tax payments.
- > Review vendor statements and contact vendors regarding discrepancies.
- > Generate invoices and manage Accounts Receivable.

#### Budgeting

- > Assist with annual budget preparation.
- > Input budget into the accounting software.
- > Create and distribute monthly budget vs. actual reports to each budget manager.

#### Taxes

- > Produce accurate and timely 1099s.
- > Complete W-9 forms as needed.
- > Complete sales tax exemption forms as needed.
- > Assist with preparation of sales tax exemption application.

#### Payroll

- > Responsible for timeliness and accuracy of monthly payroll.
- > Review all timesheets for correct dates, pay rates, and approvals.
- > Record and process payroll information.
- > Manage and ensure accuracy of employee time off accruals.
- > Manage onboarding and offboarding processes.
- > Maintain employee and subcontractor files.
- > Ensure employee and subcontractor clearances are up-to-date and communicate with supervisors regarding status of subcontractor paperwork.
- > Ensure accuracy of year-end W-2s.

## II. Administration Management

- Manage benefits administration including annual renewal of employee benefit contracts.
- Monitor adherence to policies related to document retention and destruction.
- Ensure that procedures are in place to safeguard the security of records and data and those recordkeeping procedures protect employees' privacy.
- Manage CC's 401(k) retirement plan administration and annual compliance testing and PGC's SIMPLE IRA and annual eligibility testing.
  - Ensure that monthly retirement plan deferrals are processed/submitted with accuracy in a timely manner.
  - Serve as the direct liaison to CC's retirement plan sponsor and financial advisor.
- Manage all other administrative, HR related tasks and projects.

## **Qualifications & Requirements**

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- Five years of experience with a demonstrated background in accounting.
- Commitment to diversity, equity, inclusion, accessibility, and belonging and the willingness to prioritize and foster a commitment to valuing differences of race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances.
- The ability to complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress problem-solving; making adjustments to plans.
- Proficiency in Microsoft Office, particularly excel and word is required.
- Technologically savvy. Comfortable navigating a combination of software and cloud programs including Google Workspace.
- Ability to effectively communicate key data, including presentations to senior staff, the Board or other outside partners/influencers/clients.
- Demonstrated excellence in non-profit finance, accounting, budgeting, control, and reporting. Knowledge of non-profit legal, audit, and compliance issues.
- Commitment to maintaining and protecting sensitive and confidential information.

The best-fit for this position will be someone who pays attention to detail, is well-organized, does well with planning and structuring timelines, has a positive outlook, and believes in teamwork and collaboration.

## **Working Conditions**

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 25 pounds
- Moving about to accomplish tasks or moving from one worksite to another
- Attend 2 events per organization per year as well as each fundraiser; for a total of 6 events per year.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## **Compensation and Benefits**

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Salary range: \$50,000 - \$60,000 depending on experience

Pittsburgh Glass Center will be the employer of record and offer:

- Health Insurance Group Plan
- SIMPLE IRA
- Short-term and long-term disability insurance
- Workers' compensation
- Paid time off and paid sick days
- Discount in each Store
- One free workshop per quarter at each organization

## Application

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Applications must include:

- Paragraph telling us why you are interested in in the position
- Resume
- Three professional references – with contact information

Please submit via [jobsearch@pittsburghglasscenter.org](mailto:jobsearch@pittsburghglasscenter.org)

For the email subject line please include the title of the position and your last name.

**Applications received prior to July 31 will be given priority, but will be accepted on a rolling basis until the position is filled.**

Contemporary Craft and Pittsburgh Glass Center are Equal Opportunity Employers. Both organizations are committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.