



JOB DESCRIPTION

Position: Senior Accountant

Classification: Full Time (40 hours/week), Exempt

Reports to: CFO

Supervision: Bookkeeper

Position Summary

The Senior Accountant is responsible for ensuring accuracy of financial information to allow for complete and timely financial reporting. This role oversees the day-to-day financial operations, executes month- and year-end close processes, supports audits, and provides recommendations to improve accuracy, efficiency, and internal controls.

Essential Functions and Responsibilities

- Manages daily general accounting operations including general ledger, accounts payable, accounts receivable, payroll, and point of sale systems.
- Provides direction and oversight for the Bookkeeper and serves as a back-up when the Bookkeeper is out of office.
- Prepares and processes payroll for review and submission by CFO.
 - Responsible for accuracy of data related to payroll.
 - Review all timesheets for correct dates, pay rates, and approvals.
 - Collect and record payroll information.
 - Prepare payroll journal entries.
 - Process SIMPLE IRA contributions and record activity in GL.
 - Update HSA contributions when required and record activity in GL.
 - Manage and ensure accuracy of employee time off accruals.
 - 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 and 1099s.
- Responsible for month-end closing processes including general ledger review and account reconciliations:
 - Review and reconcile monthly consignment payments to artists and prepare check requests.
 - Prepare monthly entries for retail cost of sales, in-house transfers, and self-produced inventory additions.
 - Reconcile, prepare, and submit monthly Pennsylvania sales tax returns.
 - Reconcile and record monthly releases from deferred revenue.
 - Reconcile class and private activity revenue.
 - Reconcile fundraising revenue.
 - Reconcile bank statements.
 - Maintain investment schedule and record monthly investment activity.
 - Prepare journal entries for and reconcile prepaids and other miscellaneous balance sheet accounts.
 - Review general ledger for accuracy.

- Responsible for year-end closing processes including preparation for annual audit.
 - Perform final comprehensive reconciliations of balance sheet accounts.
 - Perform final comprehensive reconciliations of class revenue, private activity revenue, and fundraising revenue.
 - Review and record retail store adjustments following annual physical inventory count.
 - Calculate annual elective contribution to SIMPLE IRA.
- Assist CFO during annual audit, including interacting with auditors, providing requested information, and preparing audit schedules.
- Assist CFO with the preparation of the annual budget.
- Prepare offer letters for new hires and lead on-boarding process.
- Lead annual benefits open enrollment process and administer benefits as required during the year.
- Maintain a strong understanding of internal controls; suggest and implement improvements to processes to ensure controls remain effective.
- Assist the CFO in other matters related to Finance as needed.

Qualifications & Requirements

- 5+ years progressive accounting experience, preferably in a non-profit environment.
- Strong knowledge of accounting principles and internal controls is required.
- CPA or CPA Candidate preferred.
- Proficiency in Microsoft Office, particularly excel is required.
- Technologically savvy. Comfortable navigating a combination of software and cloud programs.
- Commitment to maintaining and protecting sensitive and confidential information.
- 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 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

- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Moving about to accomplish tasks
- Some remote work is possible

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

Salary range: \$60,000-\$70,000 depending on qualifications and experience

Benefits include:

- Medical, dental, and vision insurance
- SIMPLE IRA
- Workers' compensation
- Paid time off and paid sick days
- Store discount
- Credit towards classes and workshops

Application

Applications must include:

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

Please submit via jobsearch@pittsburghglasscenter.org

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

Applications received prior to July 15, 2026 will be given priority, but will be accepted on a rolling basis until the position is filled.

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