



## **Staff Accountant, General Accounting and Receivables**

**Reports to:** Assistant Controller

**Position Status:** Full-Time, Non- Exempt

**Location:** Hybrid, in office at least 3 days per week

**Salary Range:** \$46,500-\$51,000

### **POSITION SUMMARY**

The Staff Accountant will be responsible for various day-to-day accounting functions within the Finance and Operations team. The position will be exposed to many facets of The Pittsburgh Foundation and its supporting organizations through back-office support of fund raising, investing, and operations. The individual will primarily focus on the accounting for gifts received by the Foundation and will be expected to coordinate with staff in other job functions including Development and Donor Services, Investments, and Human Resources.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Deposit and record all donations and miscellaneous receipts received via check, direct deposit, credit card, traded securities and other non-cash gifts in accordance with U.S. GAAP and the Foundation's policies.
- Research and assess values of traded securities and non-cash gifts prior to recording.
- Work closely with the funds manager to properly account for all planned gifts.
- Work with the funds manager and the Investments team to update accounting records for changes in key fund attributes.
- Monitor and reconcile other accounts receivable activity and record journal entries as needed.
- Prepare monthly journal entries including investment earnings allocations, payroll and benefit expense accruals, and other adjustments as needed.
- Assist in preparation of annual audit and tax documentation.
- Develop and maintain accounting process documentation specific to position.
- Prepare ad hoc reports and queries as needed.
- Assist with resolving accounting issues related to receipts, and other special projects as assigned.

## KEY SKILLS AND ABILITIES

- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Commitment to the Foundation's values of accountability, collaboration, community, racial justice and trust.
- Attention to detail.
- Analytical and problem-solving skills.
- Flexible, responsive and collaborative work style with a strong service mentality.
- Strong written and verbal communications skills.
- Proficiency with Microsoft Excel.
- Ability to maintain confidentiality of all donor, vendor and employee data.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting or 2-4 years of relevant experience preferred.
- Demonstrated knowledge of nonprofit industry terms and operations.
- Experience with gift processing preferred.
- Familiarity with payroll and benefit accounting standards.
- Experience with Blackbaud products (e.g., Raisers Edge and Financial Edge) preferred.

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## TO APPLY

Interested candidates should submit resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org) by July 15.

No phone calls please.

THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY, EQUITY AND INCLUSION

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## ABOUT THE PITTSBURGH FOUNDATION

**OUR MISSION:** The Pittsburgh Foundation, established in 1945, works to improve the quality of life in the Pittsburgh region by evaluating and addressing community issues, promoting responsible philanthropy and connecting donors to the critical needs of the community.

**OUR VALUES:** Since its founding in 1945, The Pittsburgh Foundation's values have been evident in the deep relationships its people have forged in the region. As new strategies are developed to improve quality of life for everyone, the staff has identified these values and pledged to follow them in the work. **Accountability:** We act with transparency and integrity, fulfilling our commitments and owning the outcomes of our decisions. **Collaboration:** We unite in our work together to increase impact in our community for the collective greater good.

**Community:** We embrace the opportunity to learn from those we serve and those who serve us to help shape solutions. **Racial Justice:** We work to enact fundamental systemic changes by

eliminating policies, laws, practices, attitudes and cultural messages that reinforce differential outcomes by race. **Trust:** We have faith in our communities and earn their confidence by demonstrating competency, honesty and positive intent.

Learn more at [www.pittsburghfoundation.org](http://www.pittsburghfoundation.org).