JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children’s Museum of Pittsburgh has provided “innovative museum experiences that inspire joy, creativity and curiosity”. Through high quality exhibits and programs, we provide opportunities to the region’s children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

Job Title: Bookkeeper
Date: March 4th, 2020
Status: Full-time, Non-exempt, Hourly
Reports to: Controller

Position Summary
Responsible for recording and reconciling financial supporting information to ensure accuracy of financial records. Provides support for month and year-end closings. Assists with day to day operations, as needed.

Position Qualifications
- Associate’s degree in a related field of study from two-year College/technical school or equivalent combination of education and experience required. Undergraduate degree or equivalent in business, accounting or related field preferred.
- Minimum of two years bookkeeping experience required. Additional experience in non-profit business environment preferred.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- FBI Criminal History (with fingerprints), PA Child Abuse History (Act 33) and PA Criminal History (Act 34) clearances are required.

Position Duties
- Cash responsibilities: reviews accuracy of daily deposits, prepares deposits when needed, and performs monthly bank reconciliations;
- Accounts Receivable: invoices partners, groups, etc. for services rendered and prepares any other invoices as required;
- Taxes: prepares monthly sales and parking tax return and support, prepares quarterly payroll tax return.
- Administration: assists the Senior Director of Finance & Administration and Controller with administrative tasks
- Month/Year End Closing: reviews data and prepares Adjusting Journal Entry (AJE) for the following:
  - Deferred revenue
  - Gift shop and café
  - Maintain accounts receivable, short-term contributions receivable and long-term contributions receivable
  - Miscellaneous reclassifications
  - Prepares necessary invoices, including the partner’s rent and expense.
  - Reconcile various balance sheet accounts and software-driven contribution revenue

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/job/jobs. In addition, please submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

EOE Our Employees are aware of this ad. M/F/V/D