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: Accounting & Financial Analyst  
Date: June 26th, 2020  
Status: Full-time, Exempt, Salaried  
Reports to: Controller/Associate Director of Finance

Position Summary
Responsible for recording and reconciling financial information to ensure accuracy of the organization’s financial records. Analyzes financial performance to advise the company on its financial strategy and budgeting. Monitors, and reports on key metrics for the organization and provide technical support to the Controller/Sr. Director of Finance and Administration. Works cross-functionally to support budgeting and development needs and ensure appropriate forecasting of funds.

Position Qualifications
• Bachelor’s Degree in Accounting required;  
• 3+ years of experience and growing responsibility in accounting, financial analysis, financial consulting, or management;  
• Must have strong analytical and communication skills  
• 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
• Develop and maintain budgets, forecasts, and models while providing research and assistance in preparatory phases;  
• Monitor budget performance and variances for all Children’s Museum of Pittsburgh (CMP) grants, business development activities, and other monthly reporting for review by Sr. Director of Finance and Administration, Controller and Management;  
• Assist staff with budget questions and issues, coordinate/track all grant and pledge activity;  
• Assist Controller with all financial requirements as they relate to grant reporting and proposals;  
• Monitor all business development activity, create financial reports and dashboards for management and board review;  
• Coordinate interdepartmentally for new sales contracts and related purchase orders;  
• Perform monthly bank reconciliations, prepare deposits as needed, be available for armor car pickups;  
• Coordinate monthly invoicing for partners, other departments and services rendered as needed;  
• Prepare monthly journal entries to the general ledger, reconcile all balance sheet accounts;  
• Work closely with the Development Department to reconcile contribution/grant funding between the accounting software and Raiser’s Edge;  
• Design and review financial reports including dashboards, cash flow reporting, departmental analysis, and assists with any other monthly and ad-hoc reporting as needed;  
• Developing and maintaining budget and forecast models for both internal and external audiences;  
• Assist Controller in monthly financial statements analysis to explain and quantify variances;  
• Provides support as needed for audit and monthly/yearly close;  
• Occasionally assists with payroll processing and coding for general ledger.

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.

The Children’s Museum of Pittsburgh provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sex (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, veteran or military status, or any other characteristic or trait protected by local, state, or federal law.