



Position: Accountant | **Part-time:** Hourly Position

Background:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Accountant will perform all accounting functions and partner with the Executive Director to manage finances for the organization. This position will support the organization's goals, maintain its financial health, and ensure compliance with essential statutory requirements. This position is part time at 20-25 hours a week with the opportunity to grow to full-time.

Responsibilities:

- In collaboration with the Executive Director, develop annual operating budget.
- Manage account receivables, including invoice processing.
- Manage account payables, including weekly check processing.
- Handle cash management.
- Handle monthly account reconciliations.
- Handle monthly payroll accrual.
- Co-develop grant and contract budgets and reporting systems.
- Prepare financial reports.
- Interpret financial results and flag trends and discrepancies.
- Establish and ensure adherence to internal controls.
- Advise on ways to enhance operating performance.
- Complete local tax documents.
- Manage year-end closing, including W2's and 1099's.
- Provide audit support.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promotes and supports the mission, vision and goals of Trying Together. To learn more visit www.tryingtogether.org.

Additional Knowledge, Skills and Experience

- Five or more years' experience in non-profit accounting.
- Sophisticated non-profit fund and state and federal grant accounting and management strongly preferred.
- Experience with AccuFund software preferred.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.



- Good judgment and decision-making abilities.
- Must be able to work independently and as a team member.
- Attention to detail and advanced problem-solving techniques.
- Demonstrated ability to coordinate multiple activities.
- Working knowledge of Microsoft Outlook, Word and Excel.

Qualifications:

- Bachelor of Science/Bachelor of Arts in Accounting
- Intermediate to advanced computer skills, Internet and email.

Required Clearances:

- Clean Act 33 Child Abuse Clearance
- Clean Act 34 Criminal Clearance
- Clean Act 73 FBI Clearance
- Clean NSOR verification

Physical Requirements:

- Ability to lift 10-20 pounds

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Wage Range:

- Salary commensurate with experience.

Interested Applicants:

Submit cover letter and resume with a **minimum of three work-related references** to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.