



Position: Accountant

Full-Time (Exempt) | Hybrid | Salary Range: \$69,500 - \$81,000

Culture:

Trying Together’s mission is to support high-quality care and education for young children.

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.

Trying Together encourages its team, partners, and communities to interact compassionately and honor the range of cultures, ideas, and identities that root each person. Young children develop and learn by example; this means that children whose early learning environments reflect just actions, equitable opportunities, diverse representation, and inclusive approaches experience healthier interactions and build relationships that enable them to thrive.

Trying Together is an equal-opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Accountant serves as a strategic financial partner to the Director of Administration, playing a vital role in the organization’s long-term sustainability. This position goes beyond traditional bookkeeping to focus on complex data analysis and the braiding of diverse funding streams—ensuring that federal, state, and private resources are seamlessly integrated and compliant. The ideal candidate will provide the financial clarity needed to drive decision-making while maintaining rigorous oversight of the organization’s fiscal health and statutory requirements.



Responsibilities:

- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society by actively participating in professional growth opportunities.
- Actively work with peers to create a culture of belonging at Trying Together.
- Willingness to disrupt practices that do not honor children's, families', educators', and colleagues' humanity.
- In collaboration with the Director of Administration and Executive Director, develop an annual operating budget.
- Design and oversee sophisticated cost-allocation methodologies to ensure shared costs are accurately distributed across multiple private and public funding streams.
- Manage and reconcile financial data across multiple software platforms, including time reporting, payroll, banking, and accounting systems, utilizing advanced Excel skills to integrate data, support accounting processes, and produce accurate monthly financial statements, management reports, board reports, and audit-ready documentation.
- Perform complex financial analysis; interpret financial results and flag trends and discrepancies.
- In partnership with the Director of Administration, complete braiding of funding streams to maximize the resources of Trying Together while also meeting all relevant compliance requirements.
- Perform rolling cash-flow forecasts and multi-year financial modeling to predict the impact of new grants or the sunseting of current funding.
- Monitor changes in federal/state regulatory requirements and update internal policies to mitigate risk during the braiding of restricted funds.
- Manage the recurring account receivables cycle, including invoice processing.
- Manage the recurring account payables cycle, including weekly check processing.
- Manage and modernize monthly account reconciliations.
- Develop grant and contract budgets and reporting systems.
- Establish and ensure adherence to internal controls.
- Complete local tax documents.
- Manage year-end closing, including W2s and 1099s.



- Provide audit support.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measures project performance, and to support continuous quality improvement in the organization's resources and services.
- Work collaboratively across departments within Trying Together to meet the mission and accomplish the work.
- Participate in initial and ongoing professional development for continuous learning and expanding one's professional knowledge base.
- Other duties as assigned.

Qualifications:

- Bachelor of Science/Bachelor of Arts in Accounting required; four years of relevant experience may be substituted for the degree requirement.
- Five or more years of experience in accounting is required.
- Five or more years of experience in non-profit accounting is highly preferred.
- Sophisticated non-profit fund and state and federal grant accounting and management strongly preferred.
- Strong accounting software experience and proficiency required.
- Experience with AccuFund software is highly 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.
- Ability to work occasional evenings and/or weekends.

Working Conditions/Physical Demands:

While performing the duties of this job, the employee must be able to:

- Travel up to 20% off site as needed.





- Operate with indomitable work ethic and the willingness to work additional hours and atypical shifts as needed.
- Perform tasks typical of an office role in the non-profit space, including standing/walking for extended periods, moving through fast-paced environments, and carrying light items (up to 25 lbs).
- See, hear, talk and perform tasks requiring manual dexterity and visual acuity; kneel, sit, stand, walk, crouch, stoop, bend, stretch, twist, reach, pull, push and other similar, repetitive tasks requiring physical activity.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).

Benefits:

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

Interested Applicants:

Applicants must apply at tryingtogether.applytojob.com/apply and upload their cover letter, resume, and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

