

September 2018

Job Title: Accountant
Department: Finance
Location: Pittsburgh, PA

Job Summary:

The Staff Accountant will assist the Controller in various areas including account reconciliations, accounting policy compliance, and accounts payable. This position is responsible for daily reconciliation of various accounts to the general ledger, daily posting of journal entries and various special projects.

Primary Job Responsibilities:

- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures.
- Perform the processing of functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries.
- Prepare balance sheet profit and loss statement, and other reports.
- Maintain and update the accounts payable system
- Monitor cash requirements for interest payments, payoff, and pay downs
- Calculate and record monthly interest accruals
- Performs related reporting and project support work

Essential Skills and Abilities:

- Demonstrated knowledge of accounting principles and reconciliation procedures.
- Organized with strong attention to detail.
- Professional interpersonal and communication skills.
- Strong writing, critical-thinking, and analytical skills.

Education and Experience Requirements:

- Bachelor's Degree in Accounting or Finance required.
- Minimum of two years of accounting experience.
- Proficient in MS Office, specifically Excel and Word.

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