

Accounting Clerk

Job Title: Accounting Clerk

Hours: 9:00 am – 1:00 pm

FLSA Status: Part-Time Exempt

Compensation: Commensurate with experience

About the Organization:

The Latin American Studies Association (LASA) is the largest professional Association in the world for individuals and institutions engaged in the study of Latin America. With over 12,000 members, nearly 60 percent of whom reside outside the United States, LASA is the one association that brings together experts on Latin America from all disciplines and diverse occupational endeavors, across the globe.

LASA's mission is to foster intellectual discussion, research, and teaching on Latin America, the Caribbean, and its people throughout the Americas, promote the interests of its diverse membership, and encourage civic engagement through network building and public debate.

Every year, specialists on Latin America gather at the LASA International Congress. Featuring over 900 sessions, including plenary sessions and informal meetings, the Congress is the world's premier forum for expert discussion on Latin America and the Caribbean. The next International Congress will be held in Barcelona, Spain, May 23 – 26, 2018.

Position Overview

Responsible for providing accounting support to Financial Administrator and other managers within organization. Posts daily transactions to general ledger system handles accounts payable and receivable duties, ensures files are complete and maintained as needed, and assists with other accounting functions as needed.

Primary responsibilities

- Perform accounting and clerical functions to support supervisors.
- Process bills for payment.
- Issue checks for accounts payable.
- Place checks in envelopes and mail out.
- Record daily online and over-the-phone transactions to Quickbooks.
- Record wire transfers to Quickbooks.
- Record credit card payments.
- Process and record refunds.
- Issue invoices.

- Process and record payments for accounts receivable.
- Prepare deposits to be delivered to bank.
- Contact individuals with delinquent accounts.
- Prepare and post Journal Entries to Quickbooks.

Education

Bachelor's degree, in Accounting, Finance, Business Administration or related field or equivalent in experience

Qualifications, Skills and Abilities:

5+ years of experience in accounting in a non-profit environment desired; multi-entity organization experience a plus; strong internal and external customer communications, collaborative style and ethics are key competencies desired. Advanced proficiency in QuickBooks, Microsoft Excel, Access and Word. Experience with ADP Resource and TotalSource preferable.

Application Procedure

Submit a cover letter, resume and salary requirements/history to lasa@pitt.edu Be sure to note the job title in the email subject line. We cannot respond to all applications and unsolicited phone calls or emails will not be returned.