

Rivers of Steel

Accounting Assistant

Part-Time

Rivers of Steel Heritage Corporation is seeking a part-time Accounting Assistant.

POSITION DESCRIPTION

Reporting to the Controller, the Accounting Assistant will perform various accounting functions associated with the timely coding and processing of accounts payable.

RESPONSIBILITIES:

- Accurately review, code and process vendor invoices
- Perform data entry associated with accounts payable
- Audit and process credit card bills
- Stuff and mail accounts payable checks
- Prepare cash deposits
- Other duties as assigned

QUALIFICATIONS

Qualified candidates will possess the following attributes:

- General interest in the region's industrial heritage
- Strong attention to detail and accuracy
- Demonstrated ability to prioritize responsibilities
- Ability to work independently
- Proficient knowledge of Excel
- Experience with Blackbaud Financial Edge preferred

REQUIREMENTS

- Associate's degree in Accounting, Bookkeeping, or Finance, or an equivalent combination of education, training, and experience
- 1-3 years of relevant, hands-on accounting experience
- Must clear all applicable Commonwealth of Pennsylvania background checks, including Pennsylvania State Police, Pennsylvania Child Abuse History, and FBI fingerprinting
- All employees are required to be fully vaccinated for COVID-19 or submit to a weekly COVID test

APPLICATION INSTRUCTIONS

Please provide a detailed resume and cover letter delineating your relevant experience to employment@riversofsteel.com.

Applications will be accepted until the position is filled; however, applications received on or before May 2, 2025, will receive priority consideration. Only applicants most closely qualified for the position will be contacted for an interview.

Rivers of Steel is an equal opportunity employer and does not discriminate in hiring, transferring, promoting, terminating, paying, training, benefits, or other actions affecting employees. Rivers of Steel does not make any personnel decisions based on race, color, sex, age, national origin, religion, ancestry, marital status, veteran's status, non-job-related disability or handicap, or other prohibited criteria.

COMPENSATION

This is a part-time position. The rate is \$20 per hour with accruable paid sick leave. No additional benefits are included with this position.

ABOUT RIVERS OF STEEL

Founded on the principles of heritage development, community partnership, and reverence for the region's natural and shared resources, Rivers of Steel strengthens the economic and cultural fabric of western Pennsylvania by fostering dynamic initiatives and transformative experiences.

Through its attractions, programs, and partnerships, Rivers of Steel champions the region's industrial and cultural heritage to support economic revitalization throughout the eight counties of the Rivers of Steel National Heritage Area by working to deepen community partnerships, promote heritage tourism, and preserve local recreational and cultural resources for future generations.