Mattress Factory

The Mattress Factory is an Equal Opportunity Employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

ACCOUNTING & HR ASSOCIATE

FLSA status: Full-time, exempt
Hours: M-F 8:30 am – 5:00 pm with occasional evening and weekend hours
Some on-site working hours required – remaining hours remotely
Reports to: Chief Financial Officer
Supervises: No direct reports
Team: Finance and Administration

This position is responsible for providing support to the Chief Financial Officer and Human Resources Manager with tasks related to basic accounting processes.

We Are

The Mattress Factory, a contemporary art museum on the Northside of Pittsburgh founded in 1977. We feature site-specific installations created by artists in residence from around the world.

To Be Successful in This Position, You Must

Be responsive, detailed oriented, cooperative and have a working knowledge of basic accounting principles and payroll processes.

Your Role

- Provide general ledger support to CFO executing bill payments (online and paper check), credit card payments and reconciliation of card transactions against monthly statements.
- Review expense coding to ensure budget and grant compliance.
- Assist CFO with preparing schedules and samples needed to complete annual financial statement audit.
- Assist CFO with assembling data for annual budget process.
- Prepare and file monthly sales and use tax returns.
- Provide Advancement Department with financial data needed for grant reporting.
- Deliver bank account deposits to local financial institutions.
- Coordinate bi-weekly payroll including data input to ADP Run.
- Assist HR Manager with record management, for processes including hiring and training certifications.
- Track paid time off for full-time and part-time employees.

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art you can get into

You Also Will

- Other responsibilities and special projects as assigned, including cross-functional projects.

Qualifications

- Associate's or Bachelor's Degree with concentration in Business Administration or comparable experience. Major in Accounting is a plus.
- Must have (or be willing to obtain) a dedicated home internet connection and phone.
- Demonstrated commitment to increasing Diversity, Equity, Accessibility, and Inclusion in the workplace.
- Attention to detail in all work.
- Ability to present accurate and appropriate information as well as exercise good judgment and discretion in handling confidential information.
- Computer literate with working knowledge of QuickBooks, particularly with tasks related to accounts payable, bill pay and credit card postings.
- Familiarity with a general ledger chart of accounts. Must be able to differentiate between a balance sheet (statements of position) account and a profit and loss (statements of activities) account.
- Proven experience with processing payroll. Experience using ADP Run is a plus.
- Excellent written and verbal communication skills.
- Must be able to self-manage and coordinate a variety of activities.
- Some weekend and evening work will be necessary.
- Valid PA driver's license to travel on behalf of the Museum.

To Apply

Interested applicants should submit a cover letter and resume to jobs@mattress.org. Please put "Accounting & HR Associate" in the subject line. Applicants selected for an interview will be provided with salary information and will be asked to provide references.

No calls, please.