

140 E. 5th Street  
814-455-3743  
Erie, PA 16507  
www.eriedowntown.com



**Job Title:**

Accountant

**About Us:**

Erie Downtown Partnership (EDP) is a membership-based organization of property owners, businesses, organizations, and individuals that are dedicated to making Downtown Erie a great place to Live, Work, and Play. EDP's mission is revitalize downtown by improving its image, business climate, physical environment, and design. EDP supports the central downtown district bound by Presque Isle Bay to the north, the 14<sup>th</sup> Street railway bridge to the south, and stretching from Sassafras to Holland Streets. The ongoing success of EDP is the direct result of our employees' hard work and dedication to providing quality services to the downtown community.

**Position Description:**

The Accountant position is a part-time position responsible for leading all day-to-day financial operations of the EDP, including functional responsibility over accounting, accounts payable, accounts receivable, and grant administration. The position will oversee all finance and accounting activities as well as related reporting activities. This position reports directly to the CEO and works directly with other EDP staff.

**Position qualifications:**

Qualified candidates should have a degree in accounting or a related field plus 3-5 years of experience with bookkeeping and generally accepted accounting principles or an equivalent combination of education, training, and experience. Non-profit and grant, project management experience is preferred. The successful candidate must be proficient in Microsoft Office (Excel and Word) and QuickBooks and must be willing and able to learn new computer software as needed. We are looking for a candidate who possesses strong communication and problem-solving skills. The successful candidate also must demonstrate an ability to work both independently and in a team environment able to adjust to periods of increased workloads in order to meet deadlines.

**Pay:**

Pay range of \$20/hr. to \$25 hr. and will be commensurate with qualifications and experience.

Equal Opportunity Employer.

The Erie Downtown Partnership is a change agent that prioritizes a diverse, equitable and inclusive workplace. To be successful in our work organization, we must be inclusive of diverse life experiences and perspectives ensuring that all voices are heard. We value and respect all employees and volunteers, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disabilities. We are committed to a nondiscriminatory approach and provide equal opportunity for employment, service and advancement in all of our departments, programs and worksites.

Candidates should submit a cover letter, resume highlighting relevant experience and skills, and three professional references to John Buchna at [john.buchna@eriedowntown.com](mailto:john.buchna@eriedowntown.com).