

JOB TITLE: Staff Accountant
REPORTS TO: Chief Operating Officer



GENERAL SUMMARY: The role of the Staff Accountant is to provide support for all aspects of accounting for the organization. Responsibilities include maintaining financial reports, records, and general ledgers; performing general bookkeeping, including billing activities, such as accounts payable and accounts receivable. Supporting annual audit and United Way Worldwide reporting requirements.

A focus on creativity, team work and problem-solving is expected to support the creation and implementation of plans to help UWEM be successful in achieving its mission. A successful Staff Accountant will demonstrate a strong team orientation and a commitment to integrity, efficiency, innovation and continuous improvement.

FINANCE AND DATA MANAGEMENT

- Accounts Payable processing vendor invoices
 - Processing designation and allocation payments to agencies
 - Preparing checks/electronic ACH to vendors
 - Focus on ensuring accurate coding and entry, elimination of any duplicate payments, no late fees or interest charges incurred
- Accounts Receivable - Processing, ANDAR posting of all receivables including annual campaign and grants
- Financial Reporting- Supporting CFO in timely preparation of month end financial statements and other financial reporting requirements as needed, including
 - Supporting monthly reconciliation of campaign balances, bank statements, all cash accounts, general ledger, sub ledgers (including accounts receivable, accrued payables and prepaid expenses)
 - Allocating G&A Pool
 - Providing support to the year end audit procedures including reconciliations of general ledger accounts and compiling related supporting schedules.
 - Generating year-end tax receipts and 1099s
 - Providing support to the preparation of annual form 990
- Assisting with audit preparation, including performing reconciliation procedures and compiling schedules as requested, and other projects as needed.
- QB/Andar reconciliation liaison
- Support grant reporting requirements as needed
- Audit data entry of campaign packets
- Review, follow through, and collection of outstanding pledges
- Processing, posting receipts to Quickbooks
- Processing expense reports

- Manage organizational document retention and destruction policy ensuring regular review and maintenance of documents both onsite and in storage; ensuring proper disposal of documents when appropriate.
- Utilize policy software to implement and track organizational policies and revisions thereof
- Review systems for operational efficiencies and continuous improvement, including automation
- Supporting all reporting requirements (i.e. United Way Worldwide, grant reporting, DB1 and DB2 etc.)

To apply submit a resume and cover letter to hr@unitedwayem.org. Interviews will begin on or around Wednesday, December 19th and continue until a suitable applicant is found.