UNITED WAY FOX CITIES
JOB DESCRIPTION

DATE: OCTOBER, 2021
POSITION TITLE: ACCOUNTANT
DEPARTMENT: FINANCE & ACCOUNTING
REPORTS TO: DIRECTOR OF FINANCE & ACCOUNTING

PURPOSE OF POSITION:
• To manage and maintain the financial records of the organization.
• To assure integrity of the computerized accounting system, campaign pledge and receivable data base, and the financial statements.

Key Responsibility Area: Financial Statement Preparation

1. Applies accounting principles and techniques to systematically record and present financial data. Ensures that accounting transactions are recorded and, reported accurately and in a timely fashion.
2. Performs journalizing and posting of cash receipts, cash disbursements, accounts payable, accounts receivable, and general journal entries in accordance with accounting policies and procedures.
3. Coordinates pledge and donor designation data entry to assure timely pledges reports.
4. Trains support staff to assist with accounting activities. Verifies all entries.
5. Pays agencies, based on Board approved Agency investments, through online banking system sets up new agencies on direct deposit.
6. Pays invoices semi-monthly by verifying transaction information, scheduling and preparing disbursements, obtaining authorization of payment, and obtaining appropriate signatures on checks.
7. Audits accounts to identify and/or correct errors or omissions. Resolves account discrepancies by investigating documentation, issuing stop payments, payments, or adjustments. Traces transactions through previous accounting sequences to determine accuracy or locate source of discrepancies.
9. Maintains financial security by following internal controls.
10. Maintains financial historical records by organizing, records, ensuring that all information is safely stored and available on short notice and purging records according to the retention schedule.
Key Responsibility Area: Financial Support Services

1. Prepare interim financial statements for the Board of Directors.
2. Manage payroll procedures including processing payroll, maintaining payroll and benefit forms, and preparing and filing all tax forms.
3. Prepare the financial section of the annual report.
4. Maintain employees’ vacation and sick leave records.

Key Responsibility Area: Internal Management Reporting

5. Provides training and assistance to all staff to assure all payments are coded for proper payment.
6. Prepares a monthly management budget reports for each Department Leader, detailing the specific expenditures for each account.
7. Develops and constructs accounting related reports using spreadsheet or campaign software as requested by staff.
8. Responds to requests for financial information, both internal and external, by collecting, researching, summarizing, and interpreting accounting data.
9. Prepare monthly and quarterly interim financial statements and/or dashboard for use by Director of Finance & Accounting and Treasurer to report to the board.
10. Designation Payouts (quarterly)
11. Agency Portal/Web User credential set-ups (ongoing, as received)
12. Andar EFT banking updates (ongoing, as received)
13. A/R Trial Balance reports (monthly)
14. Giving through website (click-n-give), future credit cards either Individual to be billed or Employee to be billed
15. Cybersource subscription imports (monthly, as determined)
16. Cross-train as backup for Andar importing/validating data files

Key Responsibility Area: External Audit Assistance

1. Analyzes end of year current year pledge receivable balances and sends letters of verification to companies or individuals based on list prepared by auditors.
2. Prepares and sends letters to agencies for verification of investment payments.
3. Participates in year-end closing of expense and revenue accounts, after audit fieldwork is complete.
4. Prepares supplemental reports requested by the auditors, provides all supporting documentation, and is available as a resource to the auditors.

Key Responsibility Area: General Office Operations:

1. Provides customer service by providing secondary telephone back up.
2. Assists with major events.
3. Maintains professional and technical knowledge by attending educational workshops, webinars, or courses and reviewing relevant publications.
4. Protects operations by keeping financial and personnel information confidential.
5. Assumes responsibility in other areas of office operations as assigned by the Director of Finance and Accounting.

Job Relationships:

External: Due to the nature of this position, the ability to respond to donor’s inquiries and/or solve problems regarding their account is imperative.

Internal: A cooperative working relationship with all United Way staff is important.

Job Specifications:

Education: An Associate Degree in Accounting from an accredited technical college and 4 years accounting experience or a Bachelor's Degree in accounting from an accredited college or university. CPA Preferred.

Skills:

- Detail-orientated
- Ability to work in a team environment committed to excellence
- Strong computer skills
- Strong knowledge of accounting systems, procedures, and theory
- Ability to efficiently and accurately enter data
- Strong organizational skills
- Research and analytical skills
- Written and oral communication skills

Abilities: Requires the ability to plan, prioritize and organize work effectively; deal effectively with time pressures and meet deadlines; provide accurate information; be flexible and ability to adapt to the changing needs of the organization; maintain confidentiality of business information; Ability to communicate clearly and accurately, ability to follow up and clarify discrepancies related to pledges, accounts receivable and accounts payable, ability to establish and maintain positive working relationship with all staff; ability to work with minimal supervision.

Work Environment: Work is performed mainly in an office environment. Most work is conducted seated at a desk. Regular use of computer and peripherals will take place. There is some exposure to repetitive work on computer. The standard workweek is 37.5 hours. There will be times when job responsibilities will require longer hours and/or work outside the normal workday and times. Local travel will be done using the employee’s vehicle; travel expenses will be reimbursed.