

**GIFT ADMINISTRATOR & ACCOUNTING COORDINATOR POSITION DESCRIPTION**

<b>Position Title:</b>	Gift Administrator & Accounting Coordinator
<b>Reports To:</b>	Finance & HR Director
<b>Type of Position:</b>	Full-time; Permanent
<b>FLSA Status:</b>	Exempt

**ROLE:** Under the direction of the Finance & HR Director, the Gift Administrator & Accounting Coordinator manages the database software to ensure data integrity; ensures the record keeping, processing, and reporting for all donations and volunteer activities with donation software; and performs payroll processing, accounts receivable, and accounts payable duties.

**DUTIES AND RESPONSIBILITIES:**

**Accounting (50%)**

- Process all accounts payable transactions. Create necessary expenditure reports for review and approval.
- Ensure timely payments of vendor invoices and grant expenses, and maintain accurate records and reports.
- Process all accounts receivable transactions. Manage revenue receipt and check deposits. Create invoices for review and approval.
- Manage internal expense reporting function and employer credit card program.
- Process and disburse payments for allocations and agency designations.
- Maintain the office central filing system.
- Refer regularly to the United Way Worldwide resources to learn about new policies and/or best practice recommendations.

**Payroll & HR (15%)**

- Process bi-weekly payroll including applicable payroll taxes.
- Maintain timekeeping system for all employees in order to allocate payroll expenses by program and/or expense classification.
- Prepare monthly grant reporting of payroll data. Run Ad-Hoc payroll reports for grants.
- Process quarterly payroll tax returns and annual workers’ compensation report.
- Manage enrollment/termination of employees in applicable benefits and reporting for health and retirement plans.
- Process unemployment claims. Provide any documentation for claims. Oversee the unemployment reserve account and provide reports to First Non-Profit as requested.
- Process workers’ compensation claims. Provide documentation to the insurance provider as needed.
- Maintain payroll files in accordance with federal and state employment laws.
- Stay current on any federal/state payroll polices or legislation that affects non-profits.

### **Gift Processing (35%)**

- Ensure database integrity.
- Standardize, enter, and maintain donor and volunteer data on donation software and spreadsheet.
- Process pledges, electronic gifts, credit card, donor advised fund, individual and corporate gift payments, and noncash gifts.
- Prepare donor acknowledgement letters/tax receipt letters and emails.
- Produce reports from donation software for analysis and campaign strategizing.
- Ensure daily notification of gifts and payments to management.
- Manage the distribution of pledge reminders.
- Notify agencies of designated donations annually; collect ACH/anti-terrorism certifications and process designation payments quarterly.
- Maintain internal policies and procedures to ensure the quality and integrity of the donor database.
- Train staff and volunteers to enter donor and agency campaign data accurately.
- Reconcile donations with financial software monthly.
- Conduct research on software development, technical application issues, and data integration.

### **Other Duties and Responsibilities:**

- Provide assistance as needed to other UWYC programs and personnel.
- Assist with UWYC Annual Campaign.
- Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

#### **Education and Experience**

- Associate's degree (Bachelor's degree preferred) in a business-related field
- Minimum of three years of accounting, payroll and/or database management experience
- Nonprofit experience preferred
- Strong experience working with an electronic giving portal/CRM

#### **Knowledge and Skills**

- Demonstrated proficiency in QuickBooks
- Aptitude for learning new technologies and applications
- Well versed in using Microsoft Office applications
- Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form
- Professional, organized, courteous
- Excellent written and verbal communication skills
- Ability to motivate self, complete tasks in a timely manner, manage multiple priorities in a busy environment
- Work effectively with a variety of people and personalities
- Consistent in quality and quantity of work
- Ability to work both independently and collaboratively in a team
- Ability to maintain confidentiality
- Ability to understand relationships between tasks and intended outcomes
- Possess a valid Driver's license and current auto liability insurance and reliable transportation
- Available to work Monday-Friday daytimes with occasional evenings, weekends, or early morning

#### **OVERALL SKILLS & ABILITIES:**

- 1. Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, donors, community partners, and others.
- 2. Communication:** Excellent skills communicating with diverse individuals and groups.
- 3. Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables. Ability to synthesize a large amount of information into concrete needs and action steps. Ability to engage in strategic thinking and planning.
- 4. Physical Demands:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of computer keyboard, ten-key, and phone. General movement around the office for communicating with others, using the copier, and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually low to moderate.

#### **UNITED WAY CORE COMPETENCIES FOR ALL STAFF**

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

#### **DIVERSITY, EQUITY & INCLUSION STATEMENT:**

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

## United Way of Yellowstone County

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United Way  
of Yellowstone County

UWYC offers a competitive salary, as well as, a generous benefit package, including a retirement match after one year of service.

Hiring Salary Range: \$38,000-\$42,000 DOE.

Interested applicants should submit a resume, cover letter and three references via email to: [unitedway@uwyellowstone.org](mailto:unitedway@uwyellowstone.org) by October 15, using Gift Administrator & Accounting Coordinator in the subject line.