



ACCOUNTING COORDINATOR

Position Title:	Accounting Coordinator
Reports To:	Finance Director
Type of Position:	Part time; 15- 20 hours/week
FLSA Status:	Non-Exempt

ROLE: Under the direction of the Finance Director, the Accounting Coordinator performs gift processing, provides AP, Payroll and Grant Management assistance and light office administration duties.

DUTIES AND RESPONSIBILITIES:

Gift Processing (55%):

- Recording pledges, gifts, and payments on pledge accounts receivable in Donation Tracker
- Entering payroll deduct AR payments accurately by pledge
- Reaching out to companies to request payment detail on payroll deduct AR so that donations are credited to the right people for the right amount
- 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

Accounting Support (45%):

- Financial Policy review and updates
- Assist in QuickBooks AP entry
- Assist in QuickBooks biweekly payroll
- Support the President/CEO as requested
- Assist with Workplace Campaign projects, data entry, filing, and mailings

Other Duties and Responsibilities (5%):

- 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.

QUALIFICATIONS:

Education and Experience

- Minimum of three years of accounting, payroll and/or database management experience
- Nonprofit experience preferred
- Strong experience working with an electronic giving portal and pledges receivable

Knowledge and Skills

- Demonstrated proficiency in accounts receivable management
- 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

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 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. 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.



Compensation: Hiring Salary Range: \$18.00-\$22.00 per hour, DOE.

Benefits: United Way offers flexible schedules and a comprehensive benefits package:

- 100% employer paid premium for Direct Primary Care program
- Paid time off
- Sick leave
- 403(b) with 5% employer contribution and 5% employer match after 1,000 hours
- Employee Assistance Program
- Free before-and-after-school childcare through CARE Academy and Discover Zone

To Apply: Interested applicants should submit a resume and cover letter via email to Dean Wells, HR Director, unitedway@uwyellowstone.org, using "Accounting Coordinator" in the subject line.