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**Job Title: Accounting and Finance Coordinator**

**Full-Time Position**

**Primary function:**

The position is responsible for providing direct support to the Executive Director. This requires accomplishing a variety of campaign and accounting tasks, including but not limited to areas of the campaign process, donor pledge and gift reconciliation, QuickBooks data entry, event and sponsorship donation reconciliation, donor designation payments, accounts payable, accounts receivable and payroll. The position will be the lead contact for the annual allocation process and campaign related functions. The position requires carrying out a wide variety of administrative tasks and working closely with the Executive Director and the Board of Directors.

**Duties of the Position:**

* Annual Campaign record keeping and related events and activities:
  + Enter all accounting and finance related data into QuickBooks
  + Accurately maintain and ensure the accountability and accuracy of revenue and expense tracking, accounts receivable, accounts payable, payroll, and allocation payments.
  + Maintain and monitor checking account balances and investment accounts
  + Oversee policy and processes to ensure adherence to Generally Accepted Accounting Principles
  + Reconcile bank statement on a monthly basis
  + Work with Development Coordinator to ensure that donation and accounting records are aligned
  + Prepare monthly financial reports and all financial reports for Board meetings
  + Ensure that donations are captured through company and other United Way portals
  + Ensure that donor designations are honored and manage monthly payment process
  + Act as lead contact for SECA campaign and submit data for reimbursement
  + Coordinate and act as lead contact with accounting vendor and auditor, ensuring that both have requested information at all times
  + Submit all financial reports and forms to state and IRS
  + Assist Executive Director and Development Coordinator on following up on any outstanding receivables (pledges, sponsorships, etc.)
  + Attendance at all United Way of Beaver County events, with ability to manage payment collection process
* Budget
  + Assist Executive Director in budgeting process
  + Present budget to Board of Directors for approval
  + Prepare monthly budget to actual reports for review by Executive Director
  + Identify cost saving measures in all aspects of operations
* Allocation Process planning and implementation:
  + Distribute and receive annual applications from Member Agencies
  + Coordinate site visits
  + Schedule Allocation Panel interviews
  + Prepare Allocation Panel binders with assistance from volunteers
  + Facilitate, along with the VP of Allocations, the Allocation Panel meetings
  + Present, along with VP of Allocations, proposed Allocation amounts to the Board for approval
  + Notify Member Agencies of Allocation amounts at end of year and distribute Agency Agreements for signature and ensure receipt of signed agreements.
* Administrative and Other Duties
  + Participate in United Way Worldwide Finance and Accounting online discussion groups.
  + Manage day-to-day administration duties including management of the office space by communicating with landlord and other related duties.
  + Provide community resource information for callers in need
  + Assist in Board meeting preparation and take and prepare Board meeting minutes when requested
* Other duties as assigned by the Executive Director.

**Qualifications:**

* Bachelor degree (or Associate degree with at least five years of experience) in accounting or finance from an accredited university required with a minimum of three years of experience, preferably in non-profit administration required.
* Superior level of proficiency in QuickBooks and Microsoft Office applications (particularly Word and Excel) required.
* Excellent organizational, financial, analytical, communications, and computer skills
* Attention to detail and a willingness to work both independently and as part of a team.
* Ability to maintain confidentiality.
* Must be able to be bonded.
* Must have a valid state driver’s license along with reliable transportation and the ability to travel for business using personal vehicle. Proof of vehicle insurance and current registration is required upon hiring.
* Some knowledge of donor database platforms a plus. Ability and willingness to learn Donation Tracker 4 at a functional level required.
* Enthusiasm to advance the mission of the United Way of Beaver County.

Salary Range: $45,000 - $55,000 depending on degree and experience

Benefits available, including retirement benefit

This is not a remote position

Submit Resumé and cover letter to:

Mary Lou Harju

Executive Director

United Way of Beaver County

3582 Broadhead Road, Suite 205

Monaca, PA 15061

marylou.harju@unitedwaybeaver.org (You will receive an email confirming receipt)