



## **United Way of Pennsylvania Finance and Administration Director**

**Reports to:** UWP President/PA 211 Executive Director

### **Goals:**

- 1) Provide oversight of all Fiscal operations within UWP and PA 211
- 2) Partner with UWP and PA 211 leadership to build a fiscal strategy which resources the capacity needed to deliver quality member services and impactful programming.
- 3) Oversee and perform cash flow, bill and collections, cash management, payroll and employee benefit functions
- 4) Assure accurate and timely accounting tasks and reports
- 5) Produce all reports as required for annual audit and grant reporting

### **Key Responsibilities:**

- Perform ongoing accounting and financial functions of UWP & PA 211
- Prepare and manage the general ledger, journal entries, balance sheet, Fiscal Reports & Records, Audit Materials, Annual Budget, Payroll, and related bookkeeping functions
- Prepare and submit grant budgets and modifications
- Provide timely fiscal reporting and invoice submission, in accordance with contracts and grant requirements
- Manages all Accounts Payable invoices and supporting documentation
- Prepares all documentation in support of grant budgets, monitoring, or audits
- Collects and reports charitable donations and fee for service income to direct appropriate use of funds
- Completes Payroll/PTO/Leave processing for UWP and PA 211 staff
- Files appropriate Federal, State, and local taxes, annual W2/W4 and 1094/1095 filings as required by law
- Manages all accounting and grant administration systems
- Oversee development of the annual budget, working closely with the UWP President and PA 211 Executive Director and the Mission Advancement Director
- Oversee Benefit and Insurance administration
- Manage relationship with external Information Technology support
- Works with Director of Mission Advancement to identify capacity needs
- Develop financial forecasts to ensure organization stability and future growth potential
- Works with Administrative Coordinator to ensure accurate check logs and online payment information is tracked
- Staff the UWP Finance Committee

Other duties as assigned by the President

**Minimum Requirements:**

Bachelor's degree in accounting or finance required.

Certified Public Accountant (CPA) preferred.

Extensive experience with QuickBooks Online or similar Accounting Database

Five years of demonstrated success in managing finance, accounting, budgeting, control, and reporting in an environment with multiple, highly detailed compliance requirements

Excellent management skills and experience collaborating in a diverse and dynamic team

Experience in legal, audit, compliance, budget, and business development

Experience with grants management and grants accounting

Proficient with Microsoft and cloud-based file storage, including One Drive, Word, Outlook, Excel and Powerpoint

Strong communication skills

Ability to multitask and manage several projects at once

This is a full-time position. This position is exempt under the FLSA.

**Salary and Benefits:**

United Way of Pennsylvania offers a competitive benefits package which includes health care, vision, dental insurance, paid time off, and a 401(k)-employer match. UWP maintains a hybrid working environment, with a combination of office days and work from home days. The salary range for this position is \$75,000 to \$85,000, depending on qualifications and experience.

**To Apply:**

Please email a cover letter and resume to [info@uwp.org](mailto:info@uwp.org)