United Way of Pennsylvania Finance and Operations Administrator

Reports to: UWP President

United Way of Pennsylvania supports member local United Ways across PA to be a leader and partner in building financially resilient families and thriving communities across the Commonwealth. We envision an inclusive, impactful and collaborative network of United Ways working with business, community, faith and government leaders across PA to advance equitable access to health, education and financial stability for all Pennsylvanians. UWP is most well-known for its leadership on the statewide ALICE project, to educate and advocate for households who are working but not yet earning enough to afford their basic needs. UWP's subsidiary, PA 211, PA 211 is a vital lifeline for Pennsylvanians, connecting individuals and families to essential resources that enhance their well-being and strengthen communities. We are an organization dedicated to empowering people through access to critical services, fostering resilience, and promoting social equity.

The Finance & Operations Administrator provides day-to-day support for accounting, bookkeeping, grant administration, and office coordination for both UWP and PA 211. This position assists with accounts payable and receivable, maintains accurate financial records, supports grant tracking and reporting for state and federal grants, and ensures the office has the tools and systems needed to operate effectively. The role also serves as a key administrative contact for employee onboarding, benefits enrollments, and is a primary liaison with outside accounting and information technology service providers. The position interfaces with the boards of directors of both UWP and PA 211, to support board meeting logistics, minute-taking.

Goals

1) **Ensure accurate and timely financial administration** by supporting accounts payable and receivable, maintaining organized bookkeeping records, and assisting with monthly and annual financial reporting in compliance with nonprofit and funder requirements.
2) **Support effective grant and contract management** by tracking budgets, expenditures, and deadlines for state, federal, and fee-for-service funding, and by maintaining complete documentation to support reporting, audits, and monitoring visits.
3) **Maintain smooth and efficient office operations** by coordinating internal needs and maintaining strong working relationships with contractors such as accounting. .

4) **Strengthen organizational compliance and accountability** by maintaining accurate administrative, financial, and grant records and supporting internal controls and policies.
5) **Provide reliable human resources administrative support** by coordinating employee benefit enrollments and changes, maintaining confidential records, and serving as a knowledgeable point of contact for staff questions related to benefits.
6) **Contribute to a collaborative and mission-driven work environment** by communicating proactively, supporting team needs across departments, and continuously improving administrative and financial processes.

Key Responsibilities

Accounting & Financial Administration

- Assist with accounts payable and accounts receivable, including invoice processing, payments, deposits, and tracking
- Support bookkeeping activities, including data entry, account reconciliations, and maintaining organized financial records
- Work with finance leadership and/or external accountant to support monthly and annual financial close processes
- Maintain documentation in compliance with nonprofit and funder requirements

Grant & Contract Management

- Play a significant role in grant administration for state, federal, and public/private contracts for services.
- Track grant budgets, expenditures, and reporting deadlines
- Assist with financial reporting for grants and fee-for-service contracts
- Maintain grant files and supporting documentation for audits and monitoring visits

Office Administration & Operations

- Serve as office coordinator, ensuring day-to-day operational needs are met
- Pack and ship PA 211 outreach materials as needed
- Manage office supplies and coordinate purchasing to support staff and programs
- Act as a primary liaison with the organization's outside IT contractor, communicating technical issues and coordinating support
- Maintain organized administrative records and internal systems in compliance with organizational document retention policies

Human Resources & Benefits Administration

- Coordinate employee benefit enrollments, changes, and terminations
- Serve as a point of contact for staff questions related to benefits and enrollment processes
- Maintain confidential personnel and benefits documentation

Budgeting

- Assist the UWP management team with budget development for grant applications, fee for service projects, etc.
- Assist the UWP President and the Vice President of PA 211 with annual organizational budget development

Qualifications

- 3+ years of experience in accounting or bookkeeping required, preferably in a nonprofit environment
- Familiarity with grant-funded programs, including state or federal grants, strongly preferred
- Experience with accounting software and spreadsheets (Quickbooks Online a plus)
- Associate's degree or equivalent experience in accounting, business administration, or a related field preferred
- Excellent organizational skills, attention to detail and commitment to accuracy
- Ability to manage multiple priorities and deadlines
- Comfortable working independently and collaborating with a small team
- Ability to interface with multiple roles including board volunteers, management team, and prospective/ new employees
- Ability to maintain confidentiality

This is a full-time position. This position is non-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 retirement plan match. UWP maintains a hybrid working environment, with a combination of office days and work from home days for most team members. The salary range for this position is $55,000 to $70,000 depending on qualifications and experience.

To Apply:

Applications will be reviewed on a rolling basis. Please email a cover letter and resume' to info@uwp.org.