



Position Description

Position Title: Accounting Specialist
Department: Finance and Administration
Reports To: Vice President-Finance & Administration
Reviewed: June, 2015

Purpose of Position:

Process financial transactions, i.e., pledge receivables, contributor designations, disbursements to agencies and vendors, general ledger accounts and functional distribution of expenses, in order to maintain an accurate financial picture of United Way.

Duties and Responsibilities:

Process transactions for all campaign accounts (corporate, employee and individual) for the purpose of recording pledges receivable, contributor designations, company and individual leadership awards, and affinity group participation.

Post pledge payments to the company and individual accounts, by pledge year, and process miscellaneous income activity. Reconcile campaign subsystem to general ledger. Prepare and mail monthly statements to all pledge receivable accounts.

Collaborate on the training and supervision of temporary staff for campaign processing plus the work flow to insure accuracy and efficiency.

Process company accounts payable, designations payable for multiple campaigns, and monthly fund distributions to United Way Certified Agencies on a timely basis.

Communicate with contributors, agencies and company representatives, with both verbal and written communications regarding pledges, payments, designations, allocations, acknowledgement of gift, etc.

Monitor all Campaign, Donor Designation and General Ledger systems to insure they are in balance.

Maintain agency information, such as address tax exempt status and Patriot Act compliance and AgencyLink access.

Prepare assigned account reconciliation and propose correcting entries for review by the Vice President of Finance and Administration or Senior Accountant.

Analyze all receivables to insure accurate data and timely billing. Prepare necessary correcting entries for review, approval and posting.

Prepare monthly billings for UWADA and others as appropriate.

Prepare monthly budget reports for budget managers and research/resolve budget questions.

Provide assistance for annual audit.

Assist with events and serve as front desk receptionist backup, as needed.

Demonstrate commitment to the United Way Credo and Code of Ethics in all work situations and interactions with constituents.

Position Requirements:

- High School diploma or equivalent, i.e., GED.
- Minimum of two years accounting experience demonstrating a clear understanding of all areas of bookkeeping and general ledger entries.
- Self-starter with the ability to prioritize work and outline steps necessary to complete a project.
- Proven ability to work on several on-going projects simultaneously.
- Demonstrated experience with assignments requiring close attention to details.
- Good written and verbal communication skills.
- Demonstrated ability to work accurately.
- Ability to work under pressure, i.e., fluctuations of work load due to deadlines.
- Skills requirement: Key Board and 10 Key by Touch.
- Demonstrated proficiency with Microsoft Word and Excel for Windows.
- Experience with Microsoft Dynamic SL software, or similar product, is desirable.
- Experience with Enterprise Campaign software a plus.
- Ability to work longer than 8 hours a day, and/or 40 hours a week.
- Ability to lift boxes up to 25 pounds on occasion.

The above statements are not intended to be all-inclusive, but rather are intended only to describe the key elements relative to each section of the description. This Position Description supersedes all descriptions previously written for the same position.

United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.

