



United Way
of Greater Greensboro

POSITION DESCRIPTION

JOB TITLE:	Staff Accountant
DEPARTMENT:	Finance and Administration
LOCATION:	United Way of Greater Greensboro
REPORTS TO (Title):	Vice President of Finance
FLSA STATUS:	Exempt
UPDATE DATE:	August 2018

Position Summary:

The Staff Accountant provides broad support to the areas of finance and administration. The staff accountant is responsible for accounts payable, payroll, general ledger account reconciliations, and specific general accounting activities. The position provides additional coverage for data management and pledge processing during the peak campaign period. The staff accountant serves as a key back-up resource for the finance organization.

Essential Functions:

Accounts Payable

- Manage weekly fund disbursements for general expenses and to grantees; production and distribution of checks; reconciliation of monthly credit card activity, reconciliation of vendor statements and grants administration.
- Manage process and information when donors make contributions to specific non-profit organizations outside of United Way. This includes compliance with Patriot Act Law and IRS regulations.
- Implement and maintain controls to ensure that all disbursement requests have proper authorization and documentation.
- Generate invoices for contractual arrangements and ensure subsequent receipt of payment
- Manage compliance with state's escheat law.
- Maintain 1099 vendor activity, file annual return.

Payroll

- Process biweekly payroll
- Reconcile and record all payroll related transactions
- Reconcile quarterly and yearly tax filings

Financial Accounting

- Reconcile specific balance sheet accounts and prepare corresponding analysis.
- Daily cash and check receivables management to ensure accurate and timely bank deposits
- Assist in annual budget and forecasting process including variance analysis.
- Assist with annual audit; prepare schedules to substantiate balance sheet and income statement activity.
- Centralized office expenses – procurement and internal control
- Approve and file state sales tax forms.
- Some journal entry preparation and closing responsibilities
- Other accounting responsibilities as assigned.

Other

- Assist in the development, implementation and documentation of new or revised processes and procedures to enhance the effectiveness and efficiency of the organization
- Lead or participate in special projects

SUPERVISORY RESPONSIBILITY: N/A

KEY QUALIFICATIONS

Ability to prioritize and organize tasks and responsibilities

Analytical and problem-solving skills

Self-motivated and ambitious

Attention to detail

Dedication to customer service and confidentiality

Good written and oral communication skills

Ability to work well with others and collaborate

A process improvement mind-set

Strong time management skills

Possess a passion for the United Way of Greater Greensboro mission and desire to make an impact in a dynamic nonprofit organization

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in accounting, finance, or business

Experience in broad aspects of accounting, data management, and administration

Minimum three years related work experience

Excellent computer skills – Proficient in Microsoft Office- Excel, Word, Power Point

PHYSICAL REQUIREMENTS (complete ADA Checklist and attach)