

United Way of North Carolina

Position: Finance & Accounting Manager

Reports to: President & CEO

United Way of North Carolina (UWNC) is the state association for 50 local United Ways and administers the statewide NC 211 system which will be adding an in-house call center as part of our strategy to continue to deliver information and referral services via the 2-1-1 dialing code in North Carolina. This position provides accounting and financial support for the organization and for federal and non-federal grants.

DUTIES AND RESPONSIBILITIES:

Financial Management

- Ensure timely processing of payroll, accounts receivable, and accounts payable.
- Prepare bank deposits.
- Monitor bank accounts daily to ensure timely reporting of electronic gift and direct deposit payments and ACH withdraws
- Provide verifications on banking alerts and work with the President & CEO to determine any ACH or wire needs outside of BAU.
- Manage receipt of membership dues and 211 service fee payments from local United Ways.
- Maintain general ledger and produce accurate and timely financial statements.
- Work with the President and CEO to prepare annual budget to include working with staff on budget projections for the new year.
- Prepare fiscal year end financials utilizing generally accepted accounting principles to allocate expenses and income.
- Serve as liaison to and provide support for the Finance Committee in planning meeting agendas and producing financial reports.
- Work with external auditors during the annual audit process, pull documentation and prepare the financial data necessary to complete the audit and Form 990.
- Reconcile donations from third party processors to include acknowledgements sent to all identified donors and ensure compliance is updated on all platforms.

Grant Management

- Provide budgeting assistance with grant applications.
- Process invoicing for grants based on reporting and back-up documentation requirements.
- Maintain a process for ongoing grant monitoring/reporting.
- Work with subcontractors to supply back-up documentation in support of all invoicing and check submissions against budget for inconsistencies.

- Prepare and document any disaster fund grant disbursements and reconciliation of fund balances to General Ledger and prepare reports.
- Work with leadership on the Uniform Grant Compliance documentations to include policy revisions, new policies, and responsibilities.

Administration

- Works on special projects and requests from the President and CEO.
- Provide assistance, as needed, to other UWNC programs and personnel and other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in a business-related field.

Three years or more of accounting and grant reporting experience preferred

Nonprofit accounting experience preferred

Other Skills and Knowledge

- Demonstrated ability to manage software applications: proficiency in QuickBooks and Microsoft Office Suite
- Ability to work with mathematical concepts and apply concepts such as fraction, percentages, ratios, and proportions to practical situations
- Excellent written and verbal communication skills
- Ability to motivate self, complete tasks in a timely manner, manage multiple priorities in a busy environment
- Ability to work both independently and collaboratively in a team
- Ability to maintain confidentiality
- Possess a valid Driver's license and current auto liability insurance and reliable transportation
- Ability to work in the Cary NC location but hybrid remote work is likely to be available after the initial orientation period.

United Way of North Carolina is an Equal Opportunity Employer