

Senior Accountant - United Way of South Hampton Roads

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We love what we do, and we do it with conviction and purpose because we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. Plus, we offer excellent benefits, opportunities for advancement and a great work-life balance. If you want to be great while doing good, join the United Way team.

GENERAL FUNCTIONS:

Responsible for maintaining all receivable records on a year-round basis. Performs reconciliations of balance sheet accounts as assigned. Updates Fixed Assets monthly. Assists Vice President of Finance & Administration with Foundational accounting.

QUALIFICATIONS:

Bachelor's degree in accounting, knowledge of Not-for-Profit Accounting, GAAP, and federal grant accounting preferred. Proficiency with Microsoft office 365, specifically Excel and BI. Demonstrated ability to understand new technology that's implemented in a timely fashion. Knowledge of Blackbaud accounting a must. Stratus Live experience helpful. Demonstrated communications skills required. Efficiency, accuracy and timeliness are a must. Energetic, self-motivated, flexible and able to multi-task and work independently in a small, hands on work environment with organizational skills and detail oriented. Excellent telephone manners and a good understanding of customer service.

KEY AREAS OF RESPONSIBILITY:

- Accurate and timely application of payments to pledge records and or revenue accounts
 - Cash, Check, and Stock
- Process billings: per donor requests, and for special events
- Work with Campaign processing manager:
 - to ensure pledge payments via Payroll Deduction capture pertinent information
 - Campaign auditing function of the UWSHR's annual campaigns
- Correspondence:
 - Letters to donors for designation payouts
 - Tax receipts both interim, and annual per IRS requirements
- Monthly reconciliations of assigned bank accounts
- Monthly preparation of assigned general ledger work papers such as prepaids and inventory
- Foundation responsibilities:
 - Record necessary journal entries
 - Assist Vice President of Finance & Administration with preparation of financial reports ahead of Committee and Board meetings
- Cross train with assistant controller on all duties performed

*** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Core Values:

- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

**Qualified, interested applicants send resume and cover letter to humanresources@unitedwayshr.org.
Position will be posted until filled.**