



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

Title:	Staff Accountant
Department:	Finance
Report To:	COO
Date Created:	May 2022

Why Work for United Way:

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 work hard because we love what we do and we know how much our community needs us. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

This position is responsible for all cash disbursements including, but not limited to, payroll, 403(b) funding, payables, grant payments, and transfers to the Foundation. The position is also responsible for accurate and timely filing of state forms such as VDAC and SCC filings. The position plays an integral part in the organizations internal control process and is responsible for making timely and accurate deposits. The position is required to keep SOPs for all functions it performs current and must acquire and maintain a working knowledge of the Accounts Receivable Specialist function. An outline of specific functions the position is responsible for is below:

1. Payroll and benefit administrator:

Process semimonthly payroll information and transfer appropriate funds to cover payroll. Balance all time off types in Payday Payroll's web-based platform. Summarize quarterly chargeable hours reports from staff by department and prepare related journal entry. Review monthly, quarterly, and annual payroll tax reports for accuracy. Prepare 1099's annually. Prepare form 5500 tax returns. Complete the 403(b)-plan census information for use by UW's third-party administrator for the plans discrimination testing and compliance review. Update medical insurance vouchers as needed for payment for Human Resources. Prepare schedules for workman's compensation audit annually.

2. Cash disbursements:

Prepare monthly and quarterly grant funding and designation payouts. Prepare agency payouts for the Combined Charities Campaign by importing a manual journal entry. Prepare operating budget payouts and ensure expenses are categorized accurately, and timely.

3. Bank accounts:

Maintain assigned bank accounts and reconciliations for submission to the Controller for review and approval. Keep a control record for all cash receipts and disbursements, and balance disbursements to monthly check registers. Notify Controller of the daily cash requirements for all bank accounts to ensure that all disbursement is covered. Monitor the sweep account transfers for accuracy.

4. Internal Controls:

Always follow internal control processes: Responsible for the safekeeping of all checks and deposit tickets for the various bank accounts. Process deposits to various accounts



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including physical deposits, credit card payments and ACH receipts and record in the general ledger. Enter report envelope information into CRM and log into excel. Remove payments from the UW and CCC report envelopes and balance to the report envelope, prepare deposit, and run proofing reports. Audit Journal posting for all local campaigns.

5. Accounting:

Prepare monthly journal entries for cash receipts, cash disbursements, and general ledger. Retrieve Pay Pal reports for workplace giving and post/record appropriately. Retrieve Pay Pal credit card detail, enter in the general ledger and give AR specialist for entry into CRM system. Process credit card payments received from donors and record appropriately. Reconcile assigned general ledger accounts to supporting documentation.

6. Compliance:

File the annual VDACS renewal application for UWSHR and its affiliates. Send proportionate share of fund-raising costs letters to certified agencies annually. File SCC filings annually for UWSHR and its affiliates.

7. Other items:

Assist Controller and COO on special projects as necessary. Assist in the independent auditor's examination of the financial records by providing them with requested documentation and responding to inquires on a timely basis. Assist the Controller with preparation of audit schedules as requested. Respond to audit confirmations received for other entities. Respond to inquires regarding payments for allocations, designations, and vendor remittance.

QUALIFICATIONS:

- Associate degree in accounting, Bachelor preferred
- Minimum of 5 years' experience in accounting with at least 2 of those years in not-for-profit accounting, or auditing preferred
- Supervisory experience preferred
- Demonstrated history of success working within a team environment as well as volunteer engagement experience
- Proficient with Microsoft excel and word
- Experience using cloud-based storage and cloud-based collaboration platforms (i.e., SharePoint)
- Experience with Not-For-Profit accounting software; Blackbaud experience preferred
- Efficiency, accuracy, and timeliness are all needed for the incumbent to be successful. Strong communication skills are essential, and an ability to work both independently, and within a team structure. Successful incumbent will have a strong desire to learn the operations of the United Way, and a willingness to continue developing professionally with defined goals annually. Lastly, incumbent is expected to deliver excellent customer service both externally, and internally; this is embodied in the organizations culture. Ability to prioritize is a necessity when the organization needs to respond at a moment's notice during community crises.



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Work Demands & Environment:

- Ability to inspect and analyze figures, accounting items, written materials, and other similar objects at distances generally close to the eyes
- Ability to clearly and concisely express and exchange detailed information and ideas to others accurately via spoken word
- Ability to stoop, lift, finger – for example pick, pinch, or type and grasp
- Exerting up to 20 lbs of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects

United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.