

United Way of Central Florida Job Description

Position Title: Accounting Associate

Department: Donor Services	FLSA Classification: Non-exempt / Hourly
Location:	EEO Classification: Administrative Support
Supervisor: Director of Finance	Status: Full Time

Summary: To provide current and potential donors with quality services that includes accurately recording pledges and payments and answering financial related questions.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Support for Accounts Receivable and Accounts Payable
- Process all campaign type donor pledges, payments, and designations timely and ensure accuracy of entry and maintenance of Andar donor database structure
- Prepare the Andar Donor Choice payouts in accordance with UWCF Standards:
 - Confirm designations prior to payout
 - Prepare Andar donor choice definitions used to determine which are due
 - Ensure fees are calculating properly
 - Review payout reports for accuracy & forward to Finance for final review and payment
 - Prepare and issue Andar email to donor choice recipients
- After payouts, respond to donor choice recipient inquiries with data retrieval and update their Andar contact information
- Report annual donor choice totals on the Allocable Dollar Pool Budget
- Manage the process for regional campaign donations to various United Way agencies with monthly payouts and reports
- Research and retrieve GCL and Truist donor data and payments
- Prepare and submit tax receipts and reports for donors
- Prepare monthly pledge reconciliations
- Prepare monthly Andar billing statements
- Perform procedures to ensure for completeness that all Andar envelopes are physically accounted for and independently reviewed and filed
- Prepare periodic reviews of Andar Pace Report collections and final report summary for VP of Finance and Committee review
- Follow all organization's policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skills
- Perform other duties as assigned with primary support for Accounts Receivable and Accounts Payable

Qualification/Requirements:

- Ability to read and interpret documents and financial reports. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers or members of the business community.
- Ability to calculate figures and amounts.

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- Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Strong data entry skills and 10-key touch calculator
- Proficient personal computer skills including e-mail, recordkeeping, routine database activity, excel spreadsheet manipulation, word processing, importing, and exporting data, etc.
- Proficient database query skills
- Excellent customer service and time management skills including ability to work independently
- Ability to handle multiple tasks simultaneously

Education/Training/Experience

AA/ AS degree required. Bachelor's degree preferred. Experience in Accounts Payable, Accounts Receivable or Teller experience required.

Preference will be given to candidates with one or more of the following skills:

- Strong customer service experience
- Donor database experience in a non-profit, educational, or similar setting.
- Experience in billing and/or handling cash, making deposits, or reconciling accounts.
- Experience processing high volume database information and reconciling differences/exceptions.
- Advanced excel and prior experience in database queries and reporting.
- Must be very detail oriented and possess strong analytical ability with demonstrated ability to accurately handle data within time constraints or deadlines.

Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands:

Must have reliable transportation and ability to travel to worksites and community based meetings.

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.