**Position Title: Accounting Associate**

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

**Summary:**  To support Accounts Receivable (donor pledges and payments) with excellent customer service, as well as supporting Accounts Payable.

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

* Process donor pledges, payments, and designations timely and ensure accuracy of entry and maintenance of donor database
* Perform procedures to ensure for completeness that all donor pledge and payment documentation is physically accounted for and independently reviewed and filed
* Support donors and Resource Development (Sales) staff with inquires related to pledges and payments
* Support Staff Accountant with Accounts Payable processes
* Prepare and submit tax receipts as well as invoices and reports for donors
* Support annual budget preparation
* Research and retrieve donor data and payments
* Support monthly pledge reconciliations
* Prepare monthly billing statements
* Support periodic reviews of collections and final report summary for the CFO
* 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 interpret a variety of instructions furnished in written, oral, diagram or schedule form
* 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.
* Excellent customer service and time management skills including ability to work independently as well as in a team environment.
* Ability to calculate figures and amounts.
* Proficient personal computer skills including e-mail, recordkeeping, routine database activity, excel spreadsheet manipulation, word processing, importing, and exporting data, etc.
* Strong data entry skills and 10-key touch calculator
* Ability to handle multiple tasks simultaneously

**Education/Training/Experience**

AA/ AS degree required. Bachelor’s degree preferred. Experience in Accounts Receivable and/or Accounts Payable required.

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

* Experience processing high volume database information and reconciling differences/exceptions
* Accounting or database experience in a non-profit, educational, or similar setting.
* Moderate or Advanced Excel experience.
* Previous customer service experience

**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.