**Accounting Associate, Lakeland, FL**

**Why Work for United Way**

Do you want to leave work every day knowing that you have made a positive impact? At United Way of Central Florida (UWCF), you’ll work in a fun, warm and supportive environment where every day is a new opportunity to make a difference. If you talk to our team members, the single trait we all have in common is passion to help others. We work hard because we love what we do, and we know how much our local communities depend on us. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, consider joining our United Way team!

**Overview**

We are seeking a results-oriented, dedicated, organized, and team-oriented Accounting Associate to support our Accounts Receivable (donor pledges and payments) and Accounts Payable processes. This role requires outstanding customer service skills, attention to detail, exceptional follow-through, and the ability to work both independently and collaboratively.

**Essential Duties and Responsibilities:**

* Accurately process donor pledges, payments, and designations, ensuring timely entry and maintenance of the donor database.
* Perform procedures to ensure all donor pledge and payment documentation is physically accounted for, independently reviewed, and filed.
* Provide support to donors and Resource Development (Sales) staff with inquiries related to pledges and payments.
* Assist Staff Accountant with Accounts Payable processes.
* Prepare and submit tax receipts, invoices, and reports for donors.
* Support annual budget preparation.
* Research and retrieve donor data and payments.
* Assist with monthly pledge reconciliations.
* Prepare monthly billing statements.
* Support periodic reviews of collections and prepare final report summaries for CFO.
* Participate in proactive team efforts to achieve departmental and organizational goals.

**Qualifications/Requirements:**

* Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form.
* Ability to read and interpret financial reports.
* Ability to write routine reports and correspondence and respond to common inquiries from customers or members of the business community.
* Excellent customer service and time management skills, including the ability to work independently and in a team environment.
* Proficiency in calculating figures and amounts.
* Proficient in email, recordkeeping, routine database activity, Excel spreadsheet manipulation, word processing, importing, and exporting data.
* Strong data entry skills and proficiency with a 10-key touch calculator.
* Ability to handle multiple tasks simultaneously.

**Education and/or Experience:**

* Bachelor's degree from a four-year college or university in accounting, finance or related discipline.
* Or associate’s degree in accounting, finance or related discipline, with 2 years of A/P and A/R experience.
* Highly desire experience processing high-volume database information and reconciling differences/exceptions.
* Accounting or database experience in a non-profit, educational, or similar setting is a plus.

**Salary and Benefits:**

The starting salary range is **$18.75/hr. - $22/hr.** for this position depending on experience, with excellent benefits package. **This is an on-site position**.

If you are a dedicated, high-energy professional with a passion for providing excellent customer service and supporting a dynamic team, we invite you to apply for this exciting opportunity. Join us and contribute to our mission while growing your career in a supportive and collaborative environment.

Interested? Please send your resume to mary.shaw@uwcf.org.

*Diversity creates a healthier atmosphere: UWCF is an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

UWCF is a drug - free workplace. Candidates are required to pass a drug test before beginning employment.*