

## **United Way of Payne County**

### **Financial Assistant Job Description – October 2023**

**Position:** Financial Assistant – Full-time, Exempt (35 hours per week)

**Reports To:** Executive Director

**Employer Provided Benefits:** *After 30-day Probationary Period*

- Health Insurance including vision and dental.
- Simple IRA Salary Deferral Election Plan, in which United Way of Payne County matches up to 5% of employee's contribution.

**Paid Leave:** *After 90-day Probationary Period*

- Vacation Leave - 1 (one) week
- Holiday Leave - 11 (eleven) days plus 1 (one) personal day
- Sick Leave - 96 (ninety-six) hours, accrued monthly @ 8 (eight) hours per month

**Compensation:** Commensurate with experience starting at \$35,000.

#### **Summary:**

Perform general accounting tasks and duties, with a heavy emphasis on bookkeeping, to support the daily and financial functions of United Way of Payne County. Serves as an initial point of contact for our office, answering phones and greeting visitors. Assists with event planning and meeting setup and implementation. Ideal candidates will have the following attributes:

- Strong organizational and communication skills
- Detail oriented self-starter
- Ability to complete tasks with minimum direct supervision
- Ability to work with volunteers, staff, and representatives of the community at-large
- Proficient in various software applications (Word, Excel, QuickBooks, etc.), with the ability to learn proprietary CRM software
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Analyze and reconcile accounts
- Handle multiple projects and accounts
- Knowledge of current bookkeeping principles and practices, including double entry accounting and data collection, analysis and evaluation

#### **Supervision:**

The Financial Assistant reports to the Executive Director of United Way of Payne County.

**Responsibilities:**

- Manages accounts receivable - pledge tracking and collection
- Pledge receipt processing including identifying and posting within United Way's proprietary CRM software
- Maintains paid invoice files, develops and maintains vendor files to disburse accounts payable including allocations, designations, and operating expenses
- Manages accounts payable - oversees billing and billing inquiries
- Prepares reports and organizes source documents for monthly financial statements
- Assists with annual United Way audit preparation
- Performs banking functions including preparation of bank deposits
- Manages electronic funds transfer (EFT) accounts
- Ensures that daily practices follow the protocols of the Financial Operations Manual
- Accepts additional administrative and accounting responsibilities as requested by the Executive Director

**Education/Experience Desired:**

- Associates degree in Accounting, or equivalent
  - 2-4 years of accounting and/or bookkeeping experience
- OR
- An equivalent combination of education and experience

**Work Environment:**

The employee will work in an office environment. Travel as required; may occasionally travel to sites that are not wheelchair accessible. The noise level in the work environment varies from quiet to moderate.

***Mental:*** Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

***Physical:*** While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The above noted job description is not intended to describe, in detail, the variety of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

**Equal Employment Opportunity:**

United Way of Payne County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.