

Position: Accounting Associate
Type: Full-time, Permanent, Non-Exempt Position
Reports to: Vice President Finance
Assigned Departments: Finance

Purpose of Position

The Accounting Associate provides comprehensive technical and analytical support to the Vice President Finance and is responsible for the accuracy and relevance of the financial system information. The Associate will be knowledgeable in multiple functions of the financial and accounting system as well as the donor data base. The Associate must be able to perform work independently. In addition, the Associate will be proficient in use of the accounting software system as it pertains to all sections of the General Ledger, Accounts Payable and Accounts Receivable.

Responsibilities

- Assist with preparation of payroll for Paychex system, including updating of appropriate deductions and rates of pay, preparation and processing of journal entries, and allocation of wage and wage-related expenses. May also include other Human Resource administrative functions as needed.
- Prepare all Grants and Accounts Receivable invoices, track all payments received, and updating of accounting software to reflect timely reporting of revenue.
- Assists VP Finance in General Ledger analysis reports for various expenditures, ensuring accurate and appropriate expense accounting for invoice, audit and tax return preparation.
- Assists VP Finance in month-end bank reconciliations, payroll and annual budget preparation, and adjusting journal entries as requested.
- Prepare all Accounts Payables including invoice payments and employee reimbursements and designation payouts. Process to include obtaining appropriate signatures and mailing payments.
- Provides staff support and technical assistance to special projects as requested.

Competencies

- **Mission oriented:** Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- **Relationship oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal. The ability to build, leverage, and maintain mutually positive relationships that provide support for and add value to United Way, and the community.
- **Collaborator:** Ability to cooperate/collaborate with customers and stakeholders to clearly define their objectives to identify solutions that solve their needs and lead to increased revenue. Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad

investment and impact. The capacity to be energized and excited by challenging objectives and a concern for exceeding goals set by self or others; achieve high level, sustainable performance.

- **Brand Steward:** Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Qualifications

- BA or BS degree with emphasis in Business Administration, Accounting.
- Professional experience in accounting with non-profit experience desirable.

Position requires

- Working knowledge of relational database software such as Andar and MIP is desirable.
- Excellent organizational skills and attention to details.
- Strong oral and written communication skills and a pleasant telephone manner.
- Works well independently, and takes initiative to identify project improvements.
- Capable of excelling in fast-paced, complex, deadline-driven organization.
- Works well under pressure, with short project timelines.
- Proficiency on Microsoft Office applications, with an emphasis on Excel.
- Commitment to maintaining information confidentiality, discretion, and accuracy.
- Flexible and positive attitude, with ability to multi-task and manage multiple projects at once.
- Ability to lift and carry up to 35 pounds.
- Valid CA driver's license and access to car.

Benefits: Benefits include healthcare, dental, vision, retirement plan, long-term disability, flexible spending account, life insurance and generous paid time off and holiday policy.

Hiring Range: \$18.75 - \$21.15 hourly, commensurate with experience

About United Way Monterey County: The mission of United Way Monterey County is engage the community and focus resources to improve lives in Monterey County. For more information, please visit www.unitedwaymcca.org.

How to Apply: Please submit a resume and cover letter to Tina.Engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.