

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 completeness 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 and as part of a team. 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, Fixed Assets and Budgeting.

Responsibilities

- Preparation and processing of month end and year end closing journal entries and functional expense allocation schedules for operating, wage and wage-related expenses.
- Preparation of month end bank account reconciliations.
- Assists VP Finance in month end reconciliation of balance sheet accounts and analysis of revenue and expense accounts to support preparation of monthly financial statements.
- Assists the VP Finance in preparation of all grant and accounts receivable invoices, track all payments received, and updating of accounting software to reflect timely reporting of revenue.
- Assists VP Finance in annual budget preparation and analysis of budget variances on a monthly basis.
- Maintain accounts for fixed assets, depreciation and property management expense allocations.
- Assist VP Finance in preparation of schedules and compilation of supporting documents for the annual audit and preparation of tax filings for forms 990 and 1099s.
- Provide backup for other accounting functions which may include accounts payable, payroll and other human resource administrative support as needed.

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

- Professional experience of three to five years in accounting with non-profit experience desirable.
- BA or BS degree with emphasis in Accounting, Finance or Business Administration preferred but non-degree candidates with equivalent combination of experience and training are welcomed.

Position requires

- Solid understanding of general ledger concepts is required, and knowledge of fund accounting is desirable.
- Working knowledge of non-profit accounting software such as 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 continuous process improvement.
- 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 25 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: \$28.00 - \$30.00 hourly, commensurate with experience

About United Way Monterey County: The mission of United Way Monterey County is to 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.