



SENIOR STAFF ACCOUNTANT

The Sr. Staff Accountant coordinates the maintenance of the general ledger and corresponding account analyses and their interfaces with donor management system. Oversees purchasing and accounts receivable & payables along with designations payables, grant accounting & related reporting for the organization. This position reports directly to the Director of Finance.

Responsibilities:

- Reviews bank reconciliation for multiple bank accounts, including a listing of outstanding checks.
- Assists with general ledger maintenance and prepares variance reports, balance sheet reconciliations, and financial statements.
- Reconciles detailed donor pledge management system to summarized general ledger posting.
- Prepares standard, general and adjusting journal entries, reviews and assists with creation of monthly and annual financial statements.
- Makes bank deposits and bank account transfers as necessary.
- Maintains fund tracking reports for federal, state & private grants.
- Assists with payroll reporting and related balance sheet account analyses
- Supervises and maintains the procedure manual for and accounts receivables & payables areas.
- Preparation of annual 1099's
- Understands United Way of America Standards of Excellence as they apply to Financial Accounting.
- Participates in building-wide activities such as team building or internal campaign events.
- Visibly demonstrates UW Values of service, integrity, collaboration, accountability and innovation.
- Attends organizational, departmental and committee meetings as directed.
- Performs general office duties such as typing, filing, data entry, opening mail, etc.
- Performs other duties as assigned, depending on workload.

UW Core Competencies

- 1) Customer Service Orientation
- 2) Team Work & Cooperation
- 3) Performance Focus
- 4) Comfort with Innovation
- 5) Creativity / Self Motivated

Accounting Competencies

- 1) Adherence to & Implementation of Policy
- 2) Analytical Thinking
- 3) Quality Orientation
- 4) Excellent Planning & Follow Through
- 5) Deadline centric

Education, Skills, Knowledge, Experience:

- Bachelor's degree in Accounting with a minimum of three years accounting experience. Non-profit/Fund accounting experience is a plus.
- Experience with general ledger functions and accounts receivables/payables. Preferably Quickbooks and/or MIP
- Knowledge of and demonstrated experience with GAAP.
- Ability to manage multiple projects and deadlines.
- Customer relationship skills.
- PC proficiency- knowledge and expertise. Strong Excel skills
- Demonstrated ability to work in a cross functional team environment.
- Sound judgment, discretion and commitment to maintaining confidentiality.

To Apply:

Please send resume & cover letter to Amy Dinofrio at hr@ppunitedway.org