

UNITED WAY OF EAST CENTRAL IOWA

Job Description Form



Job Title/Dept: Bookkeeping and Administrative Support Specialist- Accounting	
Reports to: Controller	
Type of position (Double-click the box): <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Supervisory Responsibility <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports : _____	Other Skills Microsoft Excel Andar or database experience Accounting software experience preferably Microsoft Dynamics Great Plains Knowledge of bookkeeping procedures, GAAP preferred
CORE VALUES AND BEHAVIORS	
<p><u>Values</u></p> <p>Relationships- We work with people and demonstrate we genuinely value their interests, concerns, hopes and dreams for themselves and for the community.</p> <p>Excellence – Our standards are high and exceptional quality is our expectation.</p> <p>Learning – We grow and improve by continuously sharing and building upon our knowledge.</p> <p>Service – We put the needs of our community and its people first.</p> <p>Leadership – We guide and inspire our community to unite around effective solutions to social issues.</p> <p>Collaboration- We strive to partner with others, and work together using the unique strengths of our community to build greater impact.</p> <p>Innovation – We do not rely on the status quo and continuously look for improved ways to reach our community goals.</p> <p>Integrity – We are accountable and will do what is right, openly and honestly.</p>	<p><u>United Way Professional Core Competencies</u></p> <ul style="list-style-type: none"> • Mission-Focused – priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation. • Relationship-Oriented – an understanding that people come before process and can cultivate and manage relationships toward a common goal. • Collaborator – understands the roles and contributions of all sectors of the community and can mobilize resources 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. • Brand-Steward – an understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.
PRIMARY PURPOSE	
<p>This position assists the Finance Department in processing payables and receivables. Provides all levels of administrative support where needed in the department including transaction, account, and data entry.</p>	
ESSENTIAL JOB FUNCTIONS	
Major Area of Responsibility (What do you do and why do you do it?)	Tasks Undertaken to Accomplish the Essential Function

Execution of general bookkeeping functions	<ul style="list-style-type: none"> • Post A/R payments received into Andar database • Prepare monthly statements for A/R related to donors that are billed directly • Follow-up with donors to facilitate collection on pledges • Entering Accounts Payable disbursements and print/prepare checks for mailing • Posting of journal entries • Prepare cash deposits and process credit card payments • Serve as back up on campaign processing • Responsibilities apply to UWECI, FCFH, and Human Services Campus
Assist with Payroll	<ul style="list-style-type: none"> • Serve as a back-up for processing bi-weekly payroll, including related journal entries and payment of employee benefits
Grants Monitoring Assistance	<ul style="list-style-type: none"> • Work with Controller and key staff in the tracking, recording and reporting of grants received and administered through United Way.
Administrative Support of Controller and Accountant	<ul style="list-style-type: none"> • Provide administrative support in the annual external audit and 990 preparation • Assist with data entry of financial information in both Microsoft Dynamics Great Plains and Andar • Take minutes in Finance Committee meetings, and assist in the preparation for these meetings. • Assist in maintaining and updating financial policy and procedures.
Other duties as assigned:	<ul style="list-style-type: none"> • Provides back-up phone and reception area coverage in the absence of the Receptionist.

Required Qualifications

Education:	Required	Preferred	Work Experience: Check the box that identifies the amount of previous work experience.
<input type="checkbox"/> High School Diploma/GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No previous experience
<input type="checkbox"/> Associate Degree (2 year program)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1-3 years
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 3-5 years
<input type="checkbox"/> Master's Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5-7 Years
Describe any specific field of study: Accounting			<input type="checkbox"/> 7 or more years
			Non-Profit Experience is preferred

Job Skills and Attributes

- Financial/Numerical Competence – Is comfortable working around financial documents and is knowledgeable about bookkeeping functions.
- Analysis – Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem's symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause-effect relationships.
- Efficient – Always looks for the best way to perform tasks and improve processes. Commitment to continuous learning.
- Reliable – Follows through on concurrent assignments and meets deadlines. Can be depended upon to be present for work.
- Effective Communication – Promotes and uses good communication skills. Promotes a positive work environment. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- Cultural Competency - Ability to understand, communicate with, and effectively interact with people across cultures.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

ACCOUNTABILITY AND DECISION MAKING –What rules or procedures limit the activities and authority of this position? What judgments and decisions are being made?

- Differentiate between urgent and non-urgent matters, collect relevant information and consult with supervisor and other team members before making major decisions. Decisions should be within the procedures and guidelines of the organization.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.