



UNITED WAY OF EAST CENTRAL IOWA

Job Description Form

JOB TITLE/DEPT: Accounting Manager	
REPORTS TO: CFO/VP of Finance and Administration	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Specially funded <input type="checkbox"/> Temporary
Hours: 40/week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports: 0	Other Skills <ul style="list-style-type: none"> • Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) • Knowledge of GAAP • Experience working with complex databases

CORE VALUES AND BEHAVIORS

Values <ul style="list-style-type: none"> • Relationships: We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community. • Excellence: Our standards are high, and exceptional quality is our expectation. • Learning: We grow and improve by continuously sharing and building upon our knowledge. • Service: We put the needs of our community and its people first. • Leadership: We guide and inspire our community to unite around effective solutions to social issues. • Collaboration: We strive to partner with others and work together using the unique strengths of our community to build greater impact. • Innovation: We do not rely on the status quo and continuously look for improved ways to reach our community goals. • Integrity: We are accountable and will do what is right, openly and honestly. • Diversity & Inclusion: We see and nurture diversity and inclusion in order to be reflective of the community we serve. We create a culture that values all people, perspectives and strengths, which contributes to a vital, creative, and resilient community. 	Professional Core Competencies <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.
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PRIMARY PURPOSE

This position maintains and manages the control of accounts and records in such areas as disbursements, expenses, cash receipts, and payroll. This position directs the financial and HR operations of the organization in the absence of the CFO/VP, Finance & Administration in the short term when needed.

ESSENTIAL JOB FUNCTIONS

Execution of General Accounting Functions	<ul style="list-style-type: none"> • Oversee fund disbursements, bank transactions, and journal entries. • Manage social gambling process and ensure compliance with all laws. • Process stock transfer gifts. • Ensure accuracy and adherence to the Finance & Administration Department policy and procedure manual. • Responsible for the management of cash, banking, collection, and pledge reporting. • Complete month end closeout and entries for HSC and UWECL. • Send financial reports to managers on a monthly basis. • Prepare Human Services Campus (HSC) and First Call For Help financial reports on a quarterly basis.
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	<ul style="list-style-type: none"> • Oversee endowment activity and tracking, as well as process endowment payments. • Assist CFO/VP, Finance & Administration with time studies process and year end allocations. • Assist CFO/VP, Finance & Administration with updating salary/merit increase documents. • Regularly prepare compensation reports and grant reporting summaries. • Assist Senior Manager, Operations with Donor Choice payouts. • Assist in answering questions from donors and companies related to their pledge. • Serve as back up for deposits of daily cash. • Responsibilities apply to UWECI, First Call For Help, and Human Services Campus.
Organizational Payroll	<ul style="list-style-type: none"> • Process bi-weekly payroll, including related journal entries and payment of employee benefits. • Act as liaison with 3rd party payroll processor and troubleshoot issues as they arise. • Effectively train and communicate with staff on all payroll matters.
Organizational Financial Statements	<ul style="list-style-type: none"> • Oversee the monthly closeout process. • Reconcile and analyze key financial accounts on a monthly basis, including the suspense account. • Analyze accounts to provide assistance to CFO/VP, Finance & Administration and other senior level staff. • Assist CFO/VP, Finance & Administration in monitoring key financial metrics.
Support CFO/VP, Finance & Administration	<ul style="list-style-type: none"> • Identify innovative strategies to enhance performance of Finance functions and see best practices as a basis for innovation. • Reconcile endowment fund balances and prepare reports for various committees. • Provide support for the annual external audit and 990. • Provide support in the annual budget process and monitor budgets on a monthly basis. • Provide support to CFO/VP, Finance & Administration in regard to insurance applications, benefit filings, and grant reporting. • Provide assistance with the administration of employee benefits. • Manage the financial and HR operations of the organization in the absence of the CFO/VP, Finance & Administration.

REQUIRED QUALIFICATIONS

Education:

High School Diploma/GED

Associate Degree (2-year program)

Bachelor's Degree

Master's Degree

Required Preferred

Work Experience:

No previous experience

1–3 years

3–5 years

5–7 years

7+ years

Preferred field(s) of study: Accounting, Finance, or Business

JOB SKILLS & ATTRIBUTES

- **Financial/Numerical Competence:** Can identify key factors within financial documents affecting the financial performance of the organization.
- **Analysis:** Approach decision making and problem solving by systematically gathering information. Readily distinguish between a problem's symptoms and its causes, focusing energy on the treatment of causes. Relate and compare information from various sources to deduce cause-effect relationships.
- **Innovation and Creativity:** Remain open to new ways of doing business. Critically examine rules to see if they have outlived their usefulness. Flexible, adaptable, and open to change. Committed to continuous learning.
- **Action Oriented/Results Driven:** Demonstrate strong drive to achieve meaningful results and ability to follow-through on commitments. Able to anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.
- **Effective Communication:** Prepare clear, complete, and concise reports. Able to work effectively with volunteers and staff. Must maintain confidential information. Good interpersonal and relationship building skills.
- **Cultural Competency:** Able 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 & DECISION MAKING

Differentiate between urgent and non-urgent matters, collect relevant information, and consult with supervisor and other team members to inform decisions. Decisions should be within the procedures and guidelines of the Finance & Administration department and UWECI. Independent decision making is required to fulfill the primary purpose of this role, as well as to define and affect departmental and organizational policies and procedures.

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.