

United Way of West Florida Position Description

Latest Revision Date: October 2024

Incumbent/Candidate: Open

Position/Title: Accounting Assistant

Reports to: Director of Finance

Exempt/Non-exempt: Non-exempt

General Purpose:

The Accounting Assistant provides clerical and accounting support for the Director of Finance. As such, this position is a key member of the Finance Team. The Accounting Assistant provides the support necessary to ensure that financial records are up to date and reports are submitted in a timely manner.

Essential Functions:

- Accounts Payable – Process vendor invoices, preparing checks or electronic ACH to vendors and reconcile vendor credit accounts, with focus on ensuring accurate entry, elimination of any duplicate payments, no late fees or interest charges incurred
- Accounts Receivable – Process customer invoices, bill customers for amounts due, apply customer payments against outstanding receivables, and follow up on customer accounts that are past due, with focus on ensuring accurate billing and collections.
- Workplace Campaign – Assist development department in successful processing of campaign; receive campaign envelopes, post totals to campaign, verify cash and checks for deposit with Director of Finance, and perform audits on envelopes not detailed by self.
- Grants – Provide accounting support for federal, state, and local funding, including reimbursement-based grants.
- Prepare monthly bank reconciliations for all bank accounts.
- Process daily bank deposits, including cash deposits.
- Process, post, computer entry (detailing), and audits of Campaign Packets.
- Process, post, computer entry and mailing of all receivables - including, but not limited to, Annual Meeting, Day of Caring, Kick Off, and outstanding pledges.
- Maintain and accurately apply campaign payments to campaign accounts in campaign system.
- Prepare reports for funders, including federal, state, and local government.
- Process payables for fund allocations, invoices, and purchase orders.
- Provide support to other office staff as needed.
- Serve as communication link, internally among staff and externally with constituents.
- Ensure that vendor and campaign envelope records are organized, stored and readily accessible.
- Performs other duties as assigned

Other:

- Facilitate an efficient and effective flow of operations and assist in meeting supervisor(s) expectations.
- Maintain and foster a professional, responsible, reliable, and goal-oriented posture.
- Strive to maximize a team effort toward accomplishing the agency's goals.
- Assist the Director of Finance in all matters relating to fiscal and data collection.

Educational Requirements:

- College degree in Accounting preferred.
- No specific certification or licensure is required.

Experience and Skills:

- Trained in Accounts Payable & Receivables Management of Data and Processing of Data.
- Two or more years' experience in A/P and A/R, Collections, General Principals of Accounting.
- Competent in Microsoft Word, and Power Point.
- High level of competence with Excel and similar spreadsheets
- Experience in IT helpful, not required
- Knowledge of CRM's and/or database management.
- Superior customer service diplomacy.
- Proficiency in use of office equipment.

United Way Core Competencies:

- Mission focused
- Strong interpersonal skills
- Relationship-oriented
- Collaborator
- Results driven
- Brand Steward
- Team builder
- Self-management

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