



**United Way of  
Gordon County**

### **Director of Finance & Operations**

United Way of Gordon County is seeking an energetic and detailed oriented professional to join its Finance and Operation team. Candidate must work well in a team environment and have strong accounting, bookkeeping, and data analysis skills as well as excellent verbal and written communication skills. Advanced knowledge of Microsoft Excel, database management, and bookkeeping software required. Must have strong customer service skills. Requirements include a Bachelor's Degree and/or equivalent work experience in accounting, finance or bookkeeping.

#### **Scope of Position:**

- Position: Director of Finance & Operations
- Reports to: Executive Director
- Position Status: Full-time
- Salaried employee
- Benefits include: MERF (Medical Employer Reimbursement Fund), retirement, sick days, holidays, and two weeks paid vacation
- Hours of Operation: Monday – Thursday, 8:30 a.m. – 4:30 p.m. & Friday, 8:30 a.m. – 4:00 p.m. (hours may vary during events and campaigns).
- Start date: ASAP

#### **DESIRED OUTCOMES:**

- Ensure integrity, transparency, and accountability in all operations.
- Ensure the development of financial and accounting programs and procedures.
- Safeguard United Way's financial and non-financial resources.
- Ensure establishment and maintenance of adequate systems of internal controls and adherence to financial policies.
- Oversee personnel procedures and human resource function assuring fairness and compliance in all areas.

## **Responsibilities:**

### Finance and Operations

A. Oversee and implement all functions related to the finance and operation aspects of the organization.

- Produce accurate and timely monthly financial statements and supporting schedules.
- Manage accounts receivables and a timely and accurate system for billing.
- Preparation and implementation of a timely system for receipting, including tax receipts so the Executive Director can thank donors.
- Implementation of a process and controls for deposits and bank reconciliations.
- Maintaining records for all purchases for office supplies for the organization.
- Preparing and assigning necessary information entering, posting and balancing data in all ledgers, journals and registers.
- Reconciling petty cash as necessary.
- Preparing, entering and printing accounts payable and vendor payments.
- Maintain accurate accounting of cash flow and management of investments.
- Reconciling receivables to campaign transactions and financial reports.
- Identify and maintain integrity of the chart of accounts. Create and monitor internal accounting controls.
- Manages Human Resource activities and ensures compliance with applicable laws and regulations. Maintains personnel records and policies.
- Runs bi-monthly payroll & serves as Administrator for employee retirement plan
- Pays State and Federal taxes

C. Budget (In partnership with the Executive Director and Board):

- Work with Executive Director to define annual budgets.
- Prepare all materials for committee to review.
- Alongside the Executive Director, present budget recommendations to finance committee and in conjunction with the treasurer to the Board of Directors.
- Input approved budget into accounting system.
- Budget is to be prepared so that it can be approved by the Board of Directors by the end of the current fiscal year.

D. Audit (In partnership with the Executive Director and Board):

- Lead process for annual audit and tax return.
- Assist auditor in preparing for the audit including adjustments and/or schedules.
- Ensure that audit requirements are met including federal and United Way Worldwide standards requirements.
- Ensure that the audit is completed by October/November.
- Meet with auditor and Executive Director within 30 days after completion of the audit to review the management letter, adjustments, and recommendations from the auditor regarding compliance and reducing audit risk.

- Ensure that the tax return is completed by the auditors and submitted to the IRS in a timely matter.

#### Donor Database

- Work closely with the Executive Director to help with inputting and management of entry process for campaign pledges, designations and other gifts.
- Oversee that accurate donor files are maintained to be able to assist with the campaign

#### Administrative (In partnership with the Executive Director and the Board)

- Act as recording secretary during Board of Director meetings.
- Presides over administrative projects as necessary to ensure accuracy and timeliness of completion.
- Establish ongoing process to review policies as it applies to the organization and ensure that they meet or exceed regulations and applicable laws and regulations.
- Handles routine clerical duties as needed.
- Maintains confidentiality of sensitive information and materials

#### Community Outreach (as needed)

- Assists with annual United Way campaign including workplace campaigns, events and other campaign related duties as necessary. This will require some extended hours.
- Attends community events and meetings to conduct outreach to individuals on United Way programs.
- Works with all special events as directed.
- Exhibits compassionate behavior to clients requesting service.
- Acts in a professional manner and maintains a professional attitude towards public and colleagues; adheres to cultural diversity guidelines and exhibits good customer service.
- Assists with all other duties as requested by the Executive Director.

Please email your resume, cover letter, and three professional references to [resumes@gordoncountyunitedway.org](mailto:resumes@gordoncountyunitedway.org).

This job will remain posted until filled. Start date: ASAP

Background check required for final applicants.