



**United Way of
Gordon County**

Finance & Office Manager

Candidate must work well in a team environment and have strong accounting, bookkeeping, and customer service skills.

United Way of Gordon County is seeking an energetic and detail oriented professional to join its team. Responsibilities will include managing all bookkeeping aspects of United Way as well as office management duties. Looking for a highly organized individual who enjoys bookkeeping and being detail oriented. Being proficient with Quickbooks Online and Google Drive is a must. Also helpful if experienced in customer service. Attention to detail and problem-solving skills required. Requirements include a Bachelor's Degree and/or equivalent work experience in accounting, finance or bookkeeping.

Scope of Position:

- Position: Finance & Office Manager
- Reports to: Executive Director
- Position Status: Part-time
- Pay: \$15.38 - \$19.23 per hour
- Benefits include: All major holidays off
- Hours: 20 - 25 hours per week (hours may vary during events and campaigns)

Responsibilities:

Finance and Accounting

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

- Accounts payable: write checks and enter information in Quickbooks Online
- Prepare checks for Executive Director and Board Chair to sign
- Prepare invoices for sponsorships and Corporate Gifts
- Enter bank deposit information in Quickbooks (weekly)
- Enter merchant services/square activity/ACH donations in Quickbooks
- Process payroll in Quickbooks
- Pay monthly and quarterly state and federal taxes, record in Quickbooks
- Reconcile bank statements
- Reconcile and enter quarterly statements for investment accounts
- Prepare Journal Entries as needed
- Review monthly Profit & Loss and Statement Activity by Class documents at month end/before presenting to Board
- Manage accounts receivables and a timely and accurate system for billing
- Preparing receipts, including tax receipts, for donors
- Maintaining records and receipts for all purchases
- Preparing, entering and printing accounts payable and vendor payments.
- Help with inputting and management of entry processes for campaign pledges, designations and other gifts as needed.
- Manage HR paperwork as needed

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.
- Budget is to be prepared so that it can be approved by the Board of Directors by the end of the current fiscal year.
- Alongside the Executive Director, present budget recommendations to Board

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 standard requirements.
- Ensure that the audit is completed by October 30.
- Meet with the 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 manner.

Administrative/Office Duties

- Act as recording secretary during Board of Director meetings
- Maintains confidentiality of sensitive information and materials; and adheres to the chain of command
- Answering phone calls for those needing assistance
- Ordering office supplies as needed

Community Outreach (As needed)

- Assists with annual United Way campaign including workplace campaigns, events and other campaign related duties as necessary.
- 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.

Background check required for final applicants.