

United Way of the Mohawk Valley, Inc.
Position Description

TITLE: ***Finance & Administrative Assistant***

REPORTS TO: CFO, Director of Finance & Administration

Position Summary: Responsible for assisting the Director of Finance, CFO in maintaining the integrity of the fiscal records of the organization by upholding agency accounting policies and procedures, with a concentration on accounts payable, accounts receivable & collections, pledge processing and data management and journal entries. Provide cross-functional administrative support to all of the United Way staff as assigned or needed.

Responsibilities:

FINANCE & ACCOUNTING:

1. Record, maintain, and track accounts payable by function and ensure timely payment to vendors by check or EFT as it relates to the Purchase Order policy.
2. Record daily cash receipts, petty cash, process credit card and EFT payments, ensure timely bank deposits, prepare monthly cash receipts summary.
3. Processing of monthly billing statements and performance of collection procedures as outlined in UWMV Collections Policy.
4. Reconciliation of A/R and A/P sub ledger accounts (Sage, Excel.) to the general ledger.
5. Campaign pledge processing, including auditing and posting. Ensure timely flow of pledge processing.
6. Processing of notifications of designations to agencies and other notifications by mail/email, including development and updating of related written procedures and timeline.
7. Prepare monthly Journal Entries.
8. Work cross-functionally in cooperation with all staff to support United Way as a whole; and perform other duties as needed or assigned
9. Payroll processing and journal entries
10. Prepare monthly reports for CFO as needed.
11. Maintain inventory records, including tracking and recording of acquisitions and disposals.
12. Bank Reconciliations

13. Uphold accounting policies and procedures.
14. Support agency-wide efforts including events, initiatives, fund-raising events and pledge processing.

Knowledge, Skills and Abilities:

1. Proficiency in Microsoft Office including Word, Excel, and Power Point.
2. Strong organizational skills and time management skills
3. Understanding of basic accounting concepts and GAAP
4. Excellent communication skills, both oral and written, internal and external
5. Ability to work independently.
6. Attention to detail and accuracy.
7. Ability to Multi-task.

Qualifications:

1. Associate's Degree in Accounting or related field, preferred.
2. Minimum 3 years of experience in nonprofit environment, preferred.
3. Required experience in basic accounting concepts is a must.