

UNITED WAY OF LEE, HENDRY, & GLADES COUNTIES
JOB DESCRIPTION

POSITION TITLE: Staff Accountant – Urgently Hiring
REPORTS TO: Vice President Finance
CLASSIFICATION/STATUS: Full time Exempt
UNIT/ORGANIZATION: Finance
SALARY RANGE: \$45,000- \$60,000 DOE
LOCATION: Fort Myers, FL
APPLICATION DEADLINE: June 18, 2022
SUBMIT COVER LETTER AND RESUME: michelle@unitedwaylee.org

ABOUT UNITED WAY OF LEE, HENDRY, & GLADES:

United Way of Lee, Hendry, & Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$12 million nonprofit social services organization, with seventy employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

GENERAL FUNCTION:

Provide accounting support for UWLHG

KEY AREAS OF RESPONSIBILITY:

1. Manage Accounts Payable processing including but not limited to: review of invoices, payment requests, vendor management, payables coding, payment tracking and credit cards.
2. Maintain and manage schedules for fixed assets, investments, and other finance related areas. Assist with monthly GL entries.
3. Maintain payroll records and assist in processing of bimonthly payroll through third party processor.
4. Assist VP Finance with:
 - a. Cash management including monthly bank reconciliations
 - b. Preparation of management reports (monthly financial, grants, budget, etc.)
 - c. Assist in preparation of year end/audit workpapers.
 - d. Assist with compliance of State and Federal regulations in all areas assigned.

5. Secondary duties may include but are not limited to:
 - a. Assist operations manager in supply purchasing and management.
 - b. Assist in pledge and payment processing and reporting.
 - c. Review, update, and create accounting procedures.

SUPERVISORY RESPONSIBILITIES: None

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COMPETENCIES: Accountability, Integrity-Organizational Commitment, Communication Skills, Technologically Proficient, and Time/Project Management.

JOB RELATIONSHIPS WITH: Interacts with team members at all levels of the organization, UWLHG staff, public accounting and bank representatives, and donors.

MINIMUM QUALIFICATIONS:

- BS degree in accounting or equivalent preferred.
- Payroll and bookkeeping experience preferred.
- Paychex experience preferred.
- Abila MIP experience preferred.
- At least one year experience in the field preferred.
- Knowledge of not-for-profit accounting preferred.
- High proficiency in Microsoft Word and Excel required.

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 is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions.

Work Environment

United Way of Lee, Hendry, and Glades
7273 Concourse Drive | Fort Myers, FL 33908 | 239.433.2000
www.UnitedWayLee.org



The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full-Time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasionally flexibility is needed to meet client's needs; working evenings, weekends alternative hours required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

Additional information:

- UWLHG is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401K, and Monthly Accrued PTO

