

POSITION DESCRIPTION

Position Title: Accountant
Reports to: Accounting Director
Classification: Full Time - Nonexempt
Annual Salary: \$19.54-\$24.04 DOE
Location: Lee County, FL
Application Deadline: Open until filled
Submit Cover Letter and Resume: Beatrice@unitedwaylee.org

ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and 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 \$25+ million nonprofit social services organization, with 75+ employees in five locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. Most of the funding is from private donations although UWLHG also receives local, state, and federal grants.

Core Competencies for all United Way Professionals:

- **Mission-Focused:** The United Way Professional's top priority is to improve the quality of life for all people in our community. This competency drives their performance and professional motivations.
- **Relationship-Oriented:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way Professional is dedicated to shared and measurable goals including creating, resourcing, scaling, and leveraging strategies and innovations for the best impact.
- **Brand Steward:** The United Way Professional is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Overview of Responsibilities:

The Accountant's primary responsibilities are to ensure accurate and timely administration of the accounts payable process.

- Process vendor invoices, payment requests, and ensuring proper coding and approval prior to processing invoices and preparing check runs.
- Reconcile vendor accounts by conducting research and resolve pricing and quantity discrepancies in a timely manner.

- Responsible for all vendor, customer, and related files according to United Way's policies, standards, and expectations.
- Corrects errors by completing adjusting journal entries.
- Work closely with accounting team for any accounting discrepancies and resolving issues.
- Assist in requirements and preparation of year end audit.
- Maintain accounting controls by following policies and procedures, complying with federal, state, and local financial legal requirements.
- Secondary duties may include but are not limited to:
 - Assist accounting director with developing and implementing plans and goals for the department.
 - Assist in pledge and payment processing and reporting as needed.
 - Assist Chief Financial Officer as needed.
 - Collaborate across departments to assist with special projects, as necessary.

Education/Requirements

- Associate degree in accounting or equivalent education or experience required.
- Abila MIP and Microix experience highly preferred.
- At least one year's experience in Accounts Payable preferred.
- Knowledge of not-for-profit accounting preferred.
- High proficiency in Microsoft Word and Excel required.

Direct Reports – None

Physical Requirements & Working Conditions

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. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Work Environment: 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 a.m.-5 p.m. Evening and weekend events may be required occasionally for golf tournaments, auctions, and other special events.

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 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 skills assessment

Additional Information:

- UWLHG is an exceptional workplace provides:
- 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

