

Part-time Bookkeeper Position

United Way of Williamson County

Start date: January 4, 2012



United Way of
Williamson County

Summary

Job functions include the processing of all financial transactions using QuickBooks including but not limited to pledge receivables, contributor designations, accounts payable, payroll, general ledger accounts and functional distribution of expenses in order to maintain an accurate financial picture of United Way of Williamson County. Additional job functions include maintaining and updating donor files in Donation Tracker, creation and updating of all reports, providing backup to front desk including answering the phone, assisting guests & visitors and coverage over the lunch hour.

Position: Non-Exempt/Part Time

Hours: 9:00 a.m. to 1 p.m. Monday – Friday (an occasional evening or weekend)

Reports to: Chief Professional Officer

Benefits: Ten paid holidays per year prorated based on the average number of hours worked/day.

Job Duties

Accounts Receivable

- Process transactions for all campaign accounts (corporate, employee, and individual) for the purpose of recording pledge receivables and contributor designations.
- Make deposits for incoming receipts and miscellaneous deposits as necessary.
- Post pledge payments to the company and individual accounts by pledge year and process miscellaneous income activity.

Accounts Payable

- Process UWWC accounts payable on a weekly basis. Review and match invoices, purchase orders, and receiving reports, checking to see that all agree and proper approvals are included. Record investment activity and reconcile investment accounts to the general ledger.
- Process quarterly designations payable for multiple campaigns, as well as approved funded agency grants to partner agencies on a timely basis as set out in UWW Standard M.

Payroll

- Maintain employee payroll information and process payroll each month. Make monthly payroll tax deposits.

General Bookkeeping

- Maintain Petty Cash fund.
- Prepare materials for monthly report and deliver to outside accounting firm by 10th of following month. Interact with outside accounting firm regarding all accounting issues, including but not limited to: payroll reports, Texas Workforce Commission reports, etc.
- Interact with Office Manager and outside accounting firm to ensure IRS deadlines are met and communications are responded to accordingly.
- Assist with collection of materials and reports needed for annual audit.
- Monitor all Campaign, Donor Designation and General Ledger systems to insure they are in balance.

Bookkeeper position (continued)

- Prepare and distribute monthly Finance Committee Report Packet and notify committee members of meeting details. Participate in and take minutes of monthly Finance Committee meetings.
- Maintain internal control systems.
- Assist with budget preparation and tracking.
- Maintain complete & accurate filing systems to support financial records

General Office

- Communicate with vendors, donors, agencies and company representatives when necessary regarding pledges, payments, designations, allocations, etc. Interact with Board of Directors, Committees and other volunteers as needed.
- Serve as backup to front desk including answering the phone, assisting guests & visitors and coverage over the lunch hour.
- Participate in all off-site events as requested, i.e. Day of Caring, JEM, etc.
- Other duties as assigned.

Skills/Abilities

Must be proficient in Microsoft products as well as QuickBooks for non-profits. Detail oriented with the ability to work accurately with numbers and statistical data as well as maintain confidentiality of classified information. Ability to communicate in a courteous and professional manner with a variety of individuals: staff, Board members, donors, and business contacts. Ability to organize work, set priorities and make decisions when appropriate. Ability to work independently and as a team member while being flexible and change-oriented. Display personal and professional integrity at all times.

Education & Experience Requirements

Associates or Bachelor's Degree in a field related to Bookkeeping/Accounting preferred or a minimum of two years experience in bookkeeping and/or accounting. Must have experience and proficiency with QuickBooks software. Knowledge of or experience with donor management software (i.e. Donation Tracker, Andar, or similar software) is a plus.

Teamwork

- Work with staff and volunteers in a team manner to promote a cooperative, respectful working environment
- Perform other functions as may be assigned by the Office Manager or CPO
- Assist other staff members as needed

General Qualifications

Ability to read, write and converse in English. Demonstrated proficiency with written and oral communication important. Must be self-motivated, self-confident, results oriented, and maintain high moral and ethical standards. Ability to communicate effectively with staff, volunteers, the Board of Directors, partner agencies, other nonprofits, funding sources, state and local public figures, and others. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations including responses to complaints. Ability to perform multiple tasks, responding to telephones, correspondence and other auditory and visual stimulation. Ability to evaluate and interpret information and render independent decisions. Must be able to tolerate prolonged sitting or standing. May be required periodically to travel locally to attend meetings and training in Central Texas or to run errands outside of the office. Must be able to use Windows compatible computers, copiers, telephones, cell phones, shredders and facsimile machines.

Background criminal and credit check will be required.

Bookkeeper position (continued)

How to Apply

Submit a resume with cover letter (include pay history) via e-mail to leann@unitedway-wc.org by December 8, 2011. No phone calls will be accepted.

Notice

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.