

JOB DESCRIPTION UNITED WAY OF CENTRAL MINNESOTA

Job Title: Finance Specialist

Status: Full Time (40 hours) Exempt / Part Time (20-40 hours) Non-Exempt

Supervisor: Senior Vice President of Finance & Operations

Education: Associates in Accounting or related experience

Work Week: Flexible Hours and Hybrid Office Schedule

GENERAL

The Finance Specialist supports the work of United Way of Central Minnesota by ensuring stewardship of the funds raised to support our mission. The position is responsible in accounting for donor contributions and processing payments to vendors and our Strategic Partners.

KEY AREAS OF RESPONSIBILITY

Accounts Payable

- Processes vendor invoices, credit card receipts, and employee expense reports in a timely manner. Ensures that supporting documentation and approvals are obtained before processing for payment.
- Maintains a sound understanding of the chart of accounts and sub-accounts to ensure that expenditures are coded to the proper accounts.
- Maintains accounts payables files and documentation.

Accounts Receivable

- Accurately processes donor pledge forms and ensures accuracy of donors accounts including demographic, finance, and web portal
- Assists with setup of e-pledge for annual workplace campaigns

Accounting

- Prepares general journal entries and ensure data accuracy.
- Experience working with QuickBooks or other similar accounting software.
- Completes ancillary worksheets to reconcile grants, program funds, credit card transactions, etc.

General

- Assists the Finance Department with pulling documentation during the annual audit.
- Provides customer service and support to internal departments, vendors, and donors with respect to various accounts payable and related accounting inquiries.
- Participates in cross-functional teams overseeing organization-wide activities.
- Follows necessary internal control practices and procedures

Required Competencies

- Ability to solve problems quickly and effectively
- Highly organized with strong attention to detail
- Demonstrates the ability to share ideas and works well with others. Will ask questions, provide feedback, and respond to others in a way that shows compassion and attentiveness

Other Duties

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

Finance & Related Software Systems

- Andar (CRM System) – No prior experience required as software is used exclusively by United Ways across the nation.
- Quickbooks (or similar preferred)
- Microsoft Excel (3+ year preferred)

If you have further questions, please contact Brittany Prellwitz, SVP of Finance & Operations at 320-252-0227. This position will remain open until filled.

To Apply:

Please submit resume and a UWCM website application to: Brittany Prellwitz, SVP of Finance and Operations bprellwitz@unitedwayhelps.org