



## **Job Description**

Job Title: Accountant  
Department: Finance  
Reports to: Controller  
Status: Full-time  
FLSA Classification: Non-exempt  
Date: September 03, 2025

### **Mission:**

United Way Fox Cities (UWFC) improves lives by bringing diverse people together to build a stronger, more caring community for everyone.

### **Core Values:**

Accountability, Community, Caring, Integrity, Commitment

### **Summary:**

The accountant provides accounting and data entry services with the emphasis on daily accounts receivable transactions and assists with payroll processes. The accountant maintains financial records of United Way Fox Cities including assuring integrity of the accounting software, campaign pledge and receivable database, and financial statements.

### **Essential Duties/Responsibilities:**

#### **Accounts Payable and Receivable:**

- Performs accounts payable processes ensuring accuracy and adherence to policies, procedures, and controls, including review of employee travel/expense reports.
- Pay agencies, based on Board approved Agency investments, through online banking system, set up new agencies on direct deposit.
- Maintain systems necessary for accurate distribution of grants and designations.
- Maintain and update accounts receivable by posting payment transactions to existing receivables.
- Analyze accounts receivable aging for accounts and transactions that require further investigation or adjustments.
- Prepare and mail direct billing statements to individuals and organizations and track payments.
- Generate receivable batch reports and prepare information in a format for general ledger entries.
- Prepare bank deposits for pledge payments and deliver to the bank.
- Assist with budget and reporting functions related to grants, including:
  - Review, record and update budgets.
  - Prepare and submit program expenses.
  - Create and track payments.
  - Analyze program reports.
  - Monitor payroll hours.
  - Update financial policies as needed for grant compliance.



- Keep appropriate documentation for program expenses.
- Ensure compliance.

#### **Payroll:**

- Process bi-monthly payroll process.
- Review payroll and related journal entries to ensure accuracy.
- Assist with payroll preparation, including tax filing.
- Benefits maintenance and payments.

#### **Monthly and Yearly Closing Process:**

- Applies accounting principles and techniques to systematically record and present financial data. Ensures that accounting transactions are recorded and reported accurately and in a timely fashion.
- Performs journalizing entries and posting of cash receipts, cash disbursements, accounts payable, accounts receivable, and general journal entries in accordance with accounting policies and procedures.
- Prepare the month end close journal entries for responsible areas.
- Prepare balance sheet account reconciliation and perform variance analysis.
- Maintain organized, accurate and complete accounting records.
- Assist with account analysis, as needed.
- Assist with preparation of monthly financial reports on a timely basis.
- Manage financial record retention and destruction.
- Assist with completion of surveys & statistical reports.
- Assist with annual budget processes.

#### **Annual campaign:**

- Process pledges receivable process, including receipting, posting, invoicing and statement preparation.
- Work closely with the Resource Development team relative to the finance staff's work, including monitoring campaign performance and projections for the monthly financial statements.
- Reconcile Customer Relationships Management software (Andar) pledges and accounting software (MIP)
- Assist in auditing campaign envelopes and with entering campaign designation information into campaign software database

#### **Audits:**

- Assist with annual audit, reporting and other projects, as assigned in preparation of audit work schedules.
- Assist in the preparation of the annual tax return information for External Auditors
- Assist in the preparation of the audited financial statements and footnotes.
- Respond to outside agency audit information requests.
- Develop, implement, and monitor internal controls to ensure fiscal integrity.
- Maintain appropriate financial and accounting files.
- Perform duties related to other financial audits.

#### **Education and Experience:**

- Accounting degree preferred.
- Non-profit experience preferred, with fund accounting experience preferred.



- Experience working with CRM software (ex. Andar) preferred, but not required.

**Required Skills/Abilities:**

- High attention to detail and accuracy
- Ability to effectively manage multiple tasks and deadlines
- Ability to continuously evaluate and improve processes
- Ability to effectively communicate and interact with all levels of staff
- Ability to learn new skills and adapt to a new environment
- Well organized and takes initiative
- Creative and analytical problem-solver
- Professional
- High integrity
- Excellent computer skills with an emphasis on Excel
- Strong connection to United Way’s vision, mission, values, and intentional behaviors with a positive ‘can-do’ attitude.

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time with or without notice.*

**Work Environment:**

Work is primarily performed in an office environment. This position requires regular movement inside the office to access filing cabinets, office machinery, etc. Attendance at meetings outside of the office is occasionally necessary. The position also includes remaining in a stationary position a portion of the time, either standing or sitting, and occasional lifting of up to 20 pounds. There may be exposure to repetitive work on the computer. Evening and weekend hours may be required.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Signatures:**

This job description has been approved by:

Leader \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_