



United Way of the Piedmont

Position Title: Senior Accountant

Reports to: VP Finance

Position Type: Full-time, Exempt

Core Hours: Monday – Friday, 8:00 AM – 5:00 PM, Must be able to work a flexible schedule with the possibility of some early mornings or evenings and weekends.

Date: August 2020

General Summary

Responsible for general accounting function including preparing and/or reviewing/approving journal entries; maintaining balance sheet schedules and ledgers; and account and bank reconciliations. Manage monthly closings, assist in financial analysis and reporting, and support the finance team in carrying out its responsibilities. Provide additional monthly reconciliation, analysis and reporting from the CRM/donor management system.

Key Responsibilities

- Prepare journal entries
- Complete general ledger operations
- Manage monthly closings and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Prepare analysis of accounts as requested
- Assist with year-end closings and preparation and coordination of the audit process
- Prepare annual 990 tax return, in cooperation with external accounting firm
- Assist in accounts receivable and accounts payable
- Assist in preparing budgets and forecasts
- Account/bank reconciliations
- Review and process expense reports
- Assist with implementing and maintaining internal financial controls and procedures
- Provide additional analysis and reporting from the CRM/donor management system

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.

Education/Experience

- Bachelor's degree in accounting
- 2-5 years general accounting experience, nonprofit experience preferred
- Knowledge of accounting principles and practices and financial reporting
- Knowledge of local, state and federal laws regarding accounting, finances and taxation
- Technical accounting skills
- Working knowledge of accounting software and proficient in Microsoft Office Suite

Additional Competencies

- Passion for the mission and values of United Way
- Outstanding interpersonal and listening skills
- Thrive in a dynamic environment and ability to work on various projects simultaneously, requiring strong organizational and time management skills
- Valid driver's license and access to transportation throughout the workday
- Able to read, write, understand, and speak English fluently