

UNITED WAY OF BROOME COUNTY
POSITION DESCRIPTION



POSITION TITLE: Accounting Clerk
REPORTS TO: Finance Director
STATUS: Non-Exempt
CATEGORY: Part-Time
LOCATION: United Way of Broome County Office and off-site locations, as needed
HOURS: 20 hours total, Wednesday – Friday. Evening and weekend hours may be required for community events and meetings.

United Way of Broome County is a non-profit organization that fights for the health, education, and financial stability of Broome County residents. The organization works in partnership with community organizations and members to drive change that will have positive impact on the critical needs of the community.

POSITION SUMMARY STATEMENT:

Reporting to the Finance Director (and in the absence of the Finance Director, the Financial Operations Specialist), the Accounting Clerk is responsible for, but not limited to, processing all invoices received for payment, ensuring the timely payment of all accounts accurately and efficiently, and providing support to the Financial Operations Specialist, Finance Director, Executive Director and others in the organization, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processing payments in compliance with financial policies and procedures
- Responsible for data entry of Designations quarterly; work in conjunction with the Finance Associate
- Perform day-to-day financial transactions, as assigned, including but not limited to verifying, classifying, computing, posting, and recording data
- Receive, track and process invoices, check requests, petty cash requests, and credit cards for review by the Finance Director and approval by the Executive Director
- Ensure all payments are processed and mailed on time
- Accurately process a high volume of data entry
- Under the direction of the Finance Director and the Financial Operations Specialist (in the Finance Director's absence), verify and resolve discrepancies in a timely manner
- Maintain accurate filing systems of all vendor and accounts payable documentation
- Working with the Financial Operations Specialist to maintain and update Strategic Priorities, Basic Needs, HLC, Capacity Building, Emergency, and any other grant schedules, noting all payments and deadlines; prepare simple financial reports from data entered, including the status of accounts and current balances
- Working with the Financial Operations Specialist to prepare and process the organization's annual 1099 filings
- Under the direction of the Finance Director, assist with ongoing processes to ensure timely and accurate submission of all documentation required to perform and complete the organization's annual audit
- Provide support to the Financial Operations Specialist to maintain and reconcile all liabilities on the balance sheet for review monthly by the Finance Director
- Prepare monthly Budget vs. Actual reports for each department
- Perform an audit on all journal entries prepared by the Financial Operations Specialist, Finance Associate, and Finance Director. For those journal entries performed by the Accounting Clerk, the Financial Operations Specialist will audit
- Prepare Thank you letters for the Resource Development department, as needed
- Manage requests and queries appropriately
- Demonstrate sound judgment, discretion, and commitment to maintaining confidentiality
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Attend meetings as assigned
- Ability to understand and interpret oral instructions and/or written directions
- Effectively present information to internal and external stakeholders in a professional and compelling manner
- Serve as a representative of United Way, display courtesy, tact, consideration, and discretion in all interactions with other members of the United Way of Broome county community and public

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- Safeguard all confidential information used in the performance of duties
- Perform other duties as assigned to support the effective operation of United Way of Broome County

QUALIFICATIONS

Qualified candidates for the position will possess the following:

Education and Experience Required:

- Associate Degree in accounting or related field with at least three (3) years of accounting or finance experience. Excellent computer skills, including advanced knowledge of Microsoft Office including: Excel, Outlook, Word, PowerPoint, and QuickBooks

Skills Required:

- A minimum of two years of progressively responsible bookkeeping/accounting experience is required. An extensive understanding of the United Way system is preferred.
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Facilitation of dialogue skills
- Problem-solving skills
- Ability to work as a team or independently
- Firm grasp of available tools
- Working knowledge of Microsoft Programs
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task & meet deadlines
- Enthusiasm for the mission of United Way and the people we serve

COMPETENCIES

- Communicates Effectively
- Relationship Management
- Adaptability
- Tenacity
- Continuous Learning
- Self-Management
- Drives for Results
- Problem Solving/Critical Thinking
- Customer Focus
- Teamwork and Inclusion
- Self-Awareness

PHYSICAL DEMANDS: (sitting, standing, lifting, etc.)

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasional walking or standing is required. The hands are regularly used to write, type, key, and handle or feel small controls and objects.

**For consideration, please send a cover letter and resume to finance@uwbroome.org or mail to:
United Way of Broome County, Inc.**

**Attn: Finance Associate
PO Box 550
Binghamton, NY 13902**

United Way of Broome County recruits, hires, and promotes without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status or any other status protected by applicable law.