



United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

ACCOUNTING ASSOCIATE

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) partners across all sectors year-round to achieve measurable progress towards specific community level goals in Education, Income, Health and Basic Needs. Our organization stands in the top five percent of United Way organizations nation-wide in overall resource development results. This past year over \$10M was raised locally and more than 4,000 community volunteers were engaged help fuel the ongoing movement to *Change the Story* in communities throughout our region...one life at a time.

Position Summary:

UWBCKR is looking for a detail-oriented, self-motivated team player to become part of its Finance Team and join in the efforts to carry out UWBCKR's mission, change lives, and achieve set goals in education, income, health and community supports. This mid-level position supports the Finance Team through consistent execution of the following responsibilities:

- Processes payroll, maintains employee benefits databases, and assists with new employee paperwork
- Processes accounts payable, accounts receivable, and expense reports
- Audits pledges received during the campaign
- Creates journal entries and reconciles bank statements
- Assists CFO in the preparation of audit work papers
- Supports front desk and database administrator

Requirements:

- Associate's degree or equivalent experience, with some nonprofit experience desired.
- Previous experience processing payroll and AR/AP is required.
- Strong attention to detail with the ability to accurately process large amounts of data.

- High level of organization.
- Ability to problem-solve.
- Positive, professional personality that appropriately represents the United Way to visitors.
- Significant knowledge of Microsoft Windows, including Word, Excel, Outlook, and PowerPoint programs required. Knowledge of accounting application software like Financial Edge and a payroll system is also required.
- Ability to maintain the confidentiality of highly sensitive information.

This full-time non-exempt position reports to the Chief Financial Officer.

External Candidates should apply with resume and cover letter to Rhonda Stull by January 7, 2019, at:

rstull@uwbckr.org

United Way of the Battle Creek and Kalamazoo Region is an Equal Opportunity Employer.