



United Way
of Alamance County

Job Title: Finance Coordinator

Reports to: President

Purpose: The role of the Finance Coordinator is to provide leadership in Financial Stewardship, Legal Compliance, Contract Management and Risk Management.

Key Functions:

→ Responsible for:

- ◆ All aspects of organization's finances, campaign reporting, payroll, employee benefits and annual audit in accordance with internal control policies
- ◆ Pledge processing functions including annual campaign payments and pledges
- ◆ Accounts payable, accounts receivable, revenue/campaign pledge entries, bank reconciliations, and journal entries
- ◆ Payroll and benefits processing
- ◆ Monthly Financial Statements and weekly Campaign Reports for the Finance Committee and Board of Directors.
- ◆ Annual budget - work with the President to present to the Finance Committee for approval. Monitor for variances throughout the year
- ◆ Annually prepare all documentation for Annual Audit. Work with auditors and audit committee to schedule audit and presentation to Audit Committee and Board of Directors
- ◆ Staff liaison to the Finance Committee including scheduling and facilitating monthly meetings.
- ◆ Ensure compliance with United Way Worldwide's standards that relate to financial/operational practices
- ◆ Certifications such as GuideStar and Charity Navigator

Required Qualifications/Skills:

- BS in Accounting or equivalent and at least 5 years' experience in non-profit accounting and financial management
- Knowledge of nonprofit accounting, GAAP, GAAS and grants/contract accounting required
- Proficiency in Quickbooks/Quickbooks Online, online banking and bill pay, donor database (Salesforce a plus), Slack and project management software (Click-Up a plus)

United Way Professional Core Competencies for all United Way Staff

Competencies for working toward a world of economic and social opportunity for all.

- **Mission Focused:** The United Way's top priority is to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** The United Way understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way is dedicated to shared and measurable goals for the common good: creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand-Steward:** The United Way is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Key Skills:

- Commitment to excellence and to the mission of United Way of Alamance County
- Internally motivated to recognize and act on opportunities to further the mission of UWAC
- Ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets with regard to attention to detail
- Ability to maintain confidential and sensitive information
- Ability to adapt to a changing work environment and to operate effectively with diverse groups and organizations
- Ability to operate with a high level of autonomy and decision-making responsibility

- Must be a self-starter and team player, with a positive outlook and the ability to manage ambiguity and change, proficient in identifying solutions and opportunities
- Excels in providing customer service; demonstrates courteous, discrete and professional demeanor with all customers/stakeholders and fellow staff
- Able to work collaboratively in a team with solution oriented mindset
- Maintains confidentiality of all customers/stakeholders at all times
- Builds relationships; thinks and acts strategically
- Can conduct multiple projects with minimal supervision
- Exhibits decisiveness – takes initiative in identifying problems and solutions
- Demonstrates good judgment under pressure
- Manages quickly changing priorities and resulting work flow
- Able to follow through and deliver tasks and projects on time
- Communicates effectively
- Attention to detail and superior accuracy in work delivered
- Proficiency in Google platform