



United Way of Kaw Valley

POSITION DESCRIPTION

Job Title: Accounting Specialist

UWKV Mission: Until the fight is won...creating and cultivating an unbreakable network of support for a strong, healthy, and equitable community.

Reports To: Chief Financial Officer (CFO)
Job Level/Status: Part-time (25 hours per week), Non-Exempt
Division: Finance
Starting Salary Range: \$15-17 per hour
Primary Office: Shawnee County (Topeka)

The Accounting Specialist is responsible for accounts payable, accounts receivable, donation and grant processing. This position works closely with the Sr Accounting Specialist and the Chief Financial Officer.

Job Responsibilities and Duties

- Reviews, codes, and enters invoices into accounting system (MIP)
- Processes employee credit card expenses
- Produces and enters journal entries using accounting software
- Enters data and processes donor pledges and gifts using donor management software (ANDAR)
- Provides financial reporting support for a federal grant
- Takes minutes for Finance and Audit Committee meetings
- Performs bank and investment account reconciliations and workplace campaign envelopes
- Helps with preparations for the yearly audit by performing reconciliations of balance sheet accounts and other tasks as needed
- Other duties as assigned by Chief Financial Officer

Important Information:

- Must be organized and detail-oriented
- Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details.
- Expected to be able to work independently
- Expected to have a commitment to excellence and to the mission of UWKV
- Must accept and abide by UWKV Code of Ethics and confidentiality requirements
- Must accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

Job Requirements

Education: High School Education

Diversity, Equity & Inclusion at UWKV

To truly Live United, we must commit to placing diversity, equity, and inclusion at the forefront of our work, internally and externally.

A successful fight for the education, financial stability, and health of every person requires that we listen to, learn from, and amplify the voices of those who are most in need and those who have been traditionally underrepresented.

We recognize that everyone in our United Way community brings value to our mission. We understand every employee, donor, volunteer, partner and stakeholder brings different experiences, perspectives, and expectations.

We respect and encourage insight and participation from all.

We actively promote a variety of voices among our staff, volunteer committees and Board of Directors, and the non-profit community.

We commit to being curious and courageous in how we communicate with each other. We do so in a constant effort to grow and move our community forward together.

Skills/Experience:

- At least 1 year of Accounting classes
- Basic understanding of Microsoft Office Suite Programs
- MIP accounting system knowledge preferred
- Experience prioritizing work to meet deadlines
- Proficiency in written and oral communication

Physical Demand:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Work Schedule

- Regular Monday-Friday 9am-2pm, specific hours can be adjusted as long as 25 hours per week is met
- During campaign season, (September-December), the weekly hourly requirement **may temporarily increase to 30 hours**

Prepared February 27, 2024