



**United Way
of Greater Rochester
and the Finger Lakes**

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

JOB TITLE: ACCOUNTS PAYABLE CLERK

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Accounting Manager

SUMMARY

The Accounts Payable Clerk is responsible for processing invoices, making payments, and other accounting administrative functions for United Way of Greater Rochester and the Finger Lakes. This position works collaboratively with the Finance department and other departments to ensure timely payments and compliance.

ESSENTIAL FUNCTIONS

- Prepares invoices for certain funds at United Way of Greater Rochester and the Finger Lakes, United Way Services Corporation, and Holding Company
- Enters information into the accounts payable system and produces checks and EFTs for signature
- Responsible for ensuring all invoices have been properly approved. Assigns account numbers and vendor numbers. Calculates discounts and follows up with vendors where applicable.
- Backup for the Accounts Payable Associate
- Prepares batches for monthly agencies, state, national, and donor choice payments
- Confirms vendor bank account details with vendors for EFT payments
- Assists Accounts Payable Associate in verifying the 1099s at year end and ensures compliance while meeting deadlines
- Responsible for mailing monthly checks to other United Ways for disbursement of corporate payroll deductions

- Prepares Conference Expense Analysis Report on a monthly basis for submission to the Chief Financial Officer
- Consistently demonstrates the values and mission of United Way of Greater Rochester and the Finger Lakes
- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Analytical ability/problem solver
- Attention to detail
- Ethical/credible
- Technical capacity

SUPERVISORY RESPONSIBILITY

None

TRAVEL

No regular travel is expected

EDUCATION AND EXPERIENCE

Associate's degree in Business/Accounting from an accredited program with 2 years of related experience; or 4 years of experience; or equivalent combination of education and experience.

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.