



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: ACCOUNTING MANAGER

FLSA CLASSIFICATION: Exempt

REPORTS TO: Controller

SUMMARY

The Accounting Manager leads a team and provides accounting services for United Way of Greater Rochester and the Finger Lakes. The Accounting Manager is responsible for accounting functions, including United Way's budget, general ledger, accounts and funds, and other financial statements. This position will ensure legal and regulatory requirements are met.

ESSENTIAL FUNCTIONS

- Reviews the general ledger for completeness and accuracy of journal entries for all funds. Manages adjustments to the general ledgers noted after management review and ensures completion within the month end close timeframe.
- Assists the Controller to ensure the general ledger job procedures and applicable accounting policies are updated annually in writing and that United Way's related internal controls are followed
- Reviews all necessary financial reports and provides analysis to significant variances to budget and prior periods
- Responsible for distributing all general ledger and budget reports to appropriate staff
- Participates in the annual budget and audit process
- Responsible for review and oversight of the Donor Advised Funds and Endowment Unitization, including semi-annual endowment statements to send to endowment donors and maintaining unitization records on a quarterly basis

- Responsible for reviewing the monthly Donor Advised fund statements and allocation of income and post donor information to accounts
- Responsible for annual endowment withdrawal calculations
- Participates in the annual audit process including preparation of lead schedules
- Assists in preparing the 990 and annual NYS filings
- Provides analysis of accounts or general ledger trends as necessary
- Assists the Controller in providing volunteer Committee reporting as needed
- Releases check batches
- Responsible for preparing tax letters for all donors making stock gifts. Includes verifying gift date, applying payment to charitable gift funds or campaign pledge and providing stock price information.
- Updates GuideStar, historical spreadsheets and annual overhead indicators
- Oversees applications of Daprex and FIMS software, including problem solving with technical support personnel
- Reviews and prepares journal entries for bequests made to the organization
- Oversees Accounting and Accounts Payable staff and related functions
- Manages special projects as assigned by the CFO and Controller
- Processes miscellaneous 1099's (charitable gift annuities, sweepstakes, prizes, etc.)
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Leadership skills
- Business acumen
- Ethical/credible
- Financial management
- Performance management
- Technical capacity

SUPERVISORY RESPONSIBILITY

Oversees accounting and accounts payable employees

TRAVEL

No regular travel is expected

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting from an accredited program with 3 years of experience in public or private accounting preferred; or 5 years of experience in public or private accounting; or equivalent combination of education and experience.

HOW TO APPLY

Candidates may apply online at: <https://unitedwayroclx.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.

United Way of Greater Rochester and the Finger Lakes

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