



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

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

PLEDGES RECEIVABLE ASSISTANT

SUMMARY

The Pledges Receivable Assistant works in the finance department and ensures adequate and timely receivables to help impact United Way's mission. This position is responsible for processing accounts receivable transactions, verifying information, scanning checks for deposits, and credit card processing for United Way. This position also provides exemplary customer service to donors.

ESSENTIAL FUNCTIONS

- Scans and deposits checks
- Processes payments for PO box and in-house payments
- Processes electronic automatic clearing house (ACH) payments
- Processes credit card payments and other credits
- Deposits and records campaign cash
- Prepares journal entries and write-offs
- Reconciles monthly deposit log to Andar (an internal data system)
- Responds to donor questions regarding account payments and balances
- Provides assistance on donor accounts to the Resource Development department
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Upholds inclusion and equity values and possesses cultural humility
- Attention to detail
- Customer/ client focused
- Ethical/credible
- Financial management

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Manager of Pledge Services

SUPERVISORY RESPONSIBILITY

There are no supervisory responsibilities

TRAVEL

No regular travel required

EDUCATION AND EXPERIENCE

High School or equivalent degree with a minimum of 3 years of accounts receivable experience; or equivalent combination of education and experience. An Associate's Degree is preferred.

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. United Way strives to ensure employees and external partners feel valued, connected, and empowered.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

How to Apply

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

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided 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 based on 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.