



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES

STAFF ACCOUNTANT

SUMMARY

Perform duties for CGF and Endowment ledgers, purchasing, travel arrangements, special tax receipting, mail and deposit processing and provide back up for other department members.

ESSENTIAL FUNCTIONS

Charitable Gift Funds

- Process Charitable Gift Fund distributions including; obtaining approval from Finance Committee members, ensure checks are processed and mailed with a letter, and update the listing presented at the Finance Committee meetings.
- Prepare the weekly Charitable Gift Fund grant letters to donors as well as input all grants and gifts as submitted.
- Post withdrawals, additions, and monthly income to donor's charitable gift fund accounts and mail statements monthly.
- Prepare the monthly Charitable Gift Funds unitization and asset re-balancing.
- Prepare and enter monthly general ledger entries for the Charitable Gift Funds general ledger.
- Obtain Accounting Manager or Controller's approval for all donor communication and statement mailings
- Reconcile each individual donor's account to general ledger monthly.
- Track outstanding distributions from donors (awaiting 501c3 approval).
- Track notes regarding donor contact or communication on Salesforce.

Endowment Funds

- Prepare and enter monthly general ledger entries for the Endowment Funds general ledger.
- Prepare monthly reconciliations of investment accounts.

Stock Donations

- Provide backup for preparing tax letters for all donors making stock gifts.

Financial Operations

- Responsible for preparing tax receipts for all non-pledge related receipts and special events (golf tournaments, galas, etc.).
- Responsible for daily mail opening with a second finance department staff person to ensure mail deposits are properly recorded. Distributes the finance department mail daily.
- Assist with campaign cash as needed by verifying audited cash totals, inputting the verified amount into ANDAR, and depositing checks through the panini system to the JP Morgan website.

- Provide backup to Accounts Receivable functions.
- Must be capable of reliable and predictable attendance
- Consistently demonstrates the values and mission of the United Way
- Perform other duties as assigned or required by the department

Purchasing

- Purchase office and other supplies for the organization.
- Research pricing, enter requisitions and purchase orders daily and reconcile orders as required; maintain purchase order files; mail purchase orders as needed.
- Close purchase orders when the product is received and filed by the vendor.
- Make travel arrangements for all employees traveling on business. Work with the employee to satisfy timing needs and ensure United Way's costs are kept within the budget.

SKILLS AND COMPETENCIES

- Upholds inclusion and equity values and possesses cultural humility
- Analytical Ability/Problem Solver
- Ability to multi-task
- Attention to detail
- Business acumen
- Ethical/credible
- Financial management
- Adept to finance software and technology

FLSA CLASSIFICATION: Exempt

REPORTS TO: Finance Controller

SUPERVISORY RESPONSIBILITY

There are no supervisory responsibilities

TRAVEL

No regular travel required

EDUCATION AND EXPERIENCE

A.A.S degree in accounting with a minimum of two years of related accounting experience.

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.

United Way of Greater Rochester and the Finger Lakes

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United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absences, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.