

**ROLE DESCRIPTION**

<b>Position Title:</b> Sr. Staff Accountant	
<b>Reports to:</b> Finance Director	
<b>Salary:</b> \$50,000- \$55,000	
<b>Location:</b> Pikes Peak United Way - Main Office	<b>Division:</b> Finance
<b>Classification:</b> Full Time	<b>Supervises:</b> N/A

**PIKES PEAK UNITED WAY MISSION STATEMENT:** To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

**ESSENTIAL FUNCTIONS**

- Prepares, reviews and assists with the creation and analysis of monthly and annual financial statements.
- Assists with annual budget process.
- Reviews accounts payable entries for accuracy.
- Reconciles detailed donor pledge management system to summarize and post to general ledger.
- Prepares and reviews standard monthly general and adjusting entries.
- Reviews balance sheet and bank account reconciliations for accuracy and analysis.
- Assists with general ledger maintenance and prepares variance reports.
- Maintains payroll system and processes bimonthly payroll reporting.
- Maintains procedure manual for general ledger, accounts payables and support for accounts receivable.
- Prepares annual 1099's.
- Assists with annual audit.
- Responsible for grant reporting and tracking.
- Works with employees on submitting employee reimbursements and process payments.
- Participates in building-wide activities such as team building or internal campaign events.
- Visibly demonstrates United Way values of service, integrity, collaboration, accountability and innovation.
- Attends organizational, departmental and committee meetings as directed.
- Performs general office duties such as typing, filing, data entry, opening mail, etc.
- Performs other duties as assigned, depending on workload.

**JOB QUALIFICATIONS:**

- Must have competency in Microsoft applications including Excel, Word, Outlook.
- Prior Non-profit experience preferred.
- Organizational, verbal and written communications skills a must.
- Strong work ethic with emphasis on integrity and accountability.
- Excellent interpersonal, leadership, organizational and communication skill.s
- Reliability to complete required tasks in a prompt, effective and efficient manner.
- Professional demeanor and appearance.
- 7 years' experience required or 4 years' experience and associates or bachelor's degree in Accounting.
- Experience with general ledger functions and accounts receivables/payables.
- Experience in accounting software, preferably MIP.
- Knowledge of and demonstrated experience with GAAP.
- Sound judgment, discretion and commitment to maintaining confidentiality is a must.
- Have attention to detail, ability to multitask, strong work ethic with emphasis on integrity and accountability.

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ENVIRONMENTAL FACTORS:**

Business office environment. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact. Reliable transportation, valid driver's license and verifiable automobile insurance are required.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to [miriam@ppunitedway.org](mailto:miriam@ppunitedway.org).