

ROLE DESCRIPTION

Position Title: Jr. Staff Accountant/Accounting Clerk	
Reports to: Finance Director	
Salary: \$18.00 - \$20.00/hour depending on experience	
Location: Pikes Peak United Way - Main Office	Division: Finance
Classification: Full Time, non-exempt	Supervises: 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

- Produce PPUW Invoices for outside parties. Verify the accuracy of invoices and other accounting documents and records.
- Update and maintain accounting ledgers, journals and other financial business transactions, i.e. expenses, disbursements.
- Process AP Invoices.
- Compile data and prepare reports.
- Customer Service interaction with donors.
- Input & extract donor information through the effective use of the *Andar* CRM database.
- Maintain database through updates of addresses, zip codes, duplicate entries, etc.
- Process pledges and corresponding payment information into data base.
- Patriot Act Compliance processing & designee ACH banking information collection.
- General office duties like filing, coping and scanning.
- Must possess knowledge and understanding of GAAP
- Provide backup to payroll as needed

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
- Have attention to detail and ability to multitask
- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Professional demeanor and appearance
- 5 years' experience and/or an associate's degree in Accounting required

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.