



Greater Ottawa County  
United Way

## Greater Ottawa County United Way

<b>Position:</b>	Staff Accountant/Finance – Full time, Non-Exempt	Job Code: 116
<b>Department</b>	Finance and Operations	Salary Range: \$21.00-\$22.00/hr
<b>Reports to</b>	Chief Financial Officer	
<b>Location</b>	Holland, MI	
<b>Organization Summary</b>	<p>Greater Ottawa County United Way (GOCUW) is a nonprofit with a mission to improve lives by mobilizing the caring power of community to advance the common good. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we envision a community in which all individuals achieve their full potential. Greater Ottawa County United Way supports, develops, and implements a range of impact solutions that improve lives and create stronger communities.</p>	
<b>Position Summary</b>	<p>This position works closely with the CFO and President in the development and operation of the financial systems and reporting of multiple entities. This may include budgeting, auditing, accounting and financial reporting. This may additionally include payroll processing and reporting as required. It is the responsibility of the staff accountant to help maintain the accuracy, efficiency and integrity of software systems; at a level that best serves the organization and the multiple entities for which we provide shared services.</p>	

### Job responsibilities:

- Maintain employee records in payroll software
- Process payroll on a schedule that meets each United Way and entity requirements
- Prepare or authorize all state, federal and unemployment payroll report submissions as required
- Prepare or authorize all W-2 and 1099 submissions for each entity as required
- Work with CFO to determine responsibilities or duties for each fiduciary account and United Way
- Assist fiduciary staff in providing them with updated information and other reports
- Update income/expense and donor detail spreadsheets as necessary
- Complete general ledger and journal entries for all entities as required in the appropriate database
- Prepare and process positive pay, upload ACH and Natcha files as needed
- Prepare and send out all fiduciary, shared service and contract invoices – reimbursements, fees, payroll
- Prepare cash flow reports for various entities as needed
- Reconcile monthly operating bank accounts for all entities and submit to CFO for review
- Accurately complete financial reports for all fiduciary as required, potentially including United Way financial reports and submit to CFO for review
- Assist with audit and 990 preparation as requested
- Prepare and send out fiduciary tax receipts as needed

- Enter budgets into the general ledger software for all entities by fund and account code
- Complete and submit all Michigan Gaming applications and reports as required
- Assist CFO in internal controls and policy development
- Develop a clear understanding of all versions and aspects of the software CRM and systems
- Assist in developing policies about software usage that is clear and concise
- Ensure that all financial records are accurate for UWW and fiduciary reporting purposes
- Other duties may be assigned as needed

**Skills, Knowledge, and Experience:**

- Bachelor's Degree in accounting or finance is preferable or an associate's degree in either discipline with 3+ years of experience pertaining to this field.
- Experience in computers, data entry, accounting practices and Microsoft Office 360 is required
- Knowledge and experience in MIP and Andar/Donor Databases would be helpful
- Knowledge of how Non-profits work and an understanding of database concepts especially as it pertains to donor management or non-profit applications would be ideal
- Demonstrated ability to communicate using verbal and written skills is essential
- Experience working within a team environment, using teamwork to achieve goals is vital
- Results oriented and ability to work quickly and accurately
- Flexible; can change focus and priorities easily; able to prioritize and multi-task in a fast-paced environment
- Proactive, able to anticipate outcomes and plan solutions

**Key Competencies:**

- Financial Acumen
- Superior Performance
- Integrity
- Analytical with Attention to Detail
- Ability to work independently with little or no supervision
- Mission Focused
- Relationship Oriented
- Collaborator
- Results Driven
- Brand Steward

**Work Environment:**

- Employee is regularly required to sit, stand, walk, reach hands and arms, talk and hear.
- High level of stress caused by tight and conflicting deadlines will occur
- Ability to lift and carry 20 lbs
- Moderate level of mental and/or visual fatigue or eyestrain may result from looking at a computer screen for extended periods of time
- Some travel within Ottawa, Allegan and Muskegon County is an integral part of this position. Occasional travel outside of these three counties and Michigan for training, workshops, and United Way meetings is rare but possible.
- This is a full time hourly position offering 40 hours per week typically between 9:00 am & 5:00 pm. Some early mornings or evening may be possible.

**Cover letter and Resume' should be submitted to: [kkean@ottawaunitedway.org](mailto:kkean@ottawaunitedway.org)**

**Greater Ottawa County is an Equal Opportunity Employer**

