

Title:	Finance Associate	Group/Team:	Finance
Reports To:	Finance Director	Status:	Full Time
FLSA Classification:	Exempt		

POSITION SUMMARY

UWBCKR is looking for a detail-oriented, self-motivated team player to become part of its Finance Team and join in the efforts to carry out UWBCKR’s mission, change lives, and achieve set goals in education, income, health and community supports.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Processes accounts payable, accounts receivable, and expense reports
- Ensures accuracy of pledges received during the campaign
- Creates journal entries and reconciles bank statements
- Assists CFO in the preparation of audit work papers
- Ensures accuracy of campaign envelopes as part of pledge processing.
- Assists with journal entries, general ledger maintenance, and monthly closing of books.
- Assists with the preparation of the budget.
- Assists in monitoring the budget throughout the year. Investigates and reports on variances from the budget as necessary.
- Applies proper accounting procedures/policies to comply with United Way Worldwide standards promoting accountability and transparency.
- Maintains vendor and other files and records.
- Provides assistance during annual audit.
- Produces financial reports as requested.
- Assists in the development and maintenance of finance policies and procedures.
- Assists in grant accounting and reporting
- Ensures that donor contributions, social security numbers, compensation, and other financial data are kept confidential.

JOB REQUIREMENTS

Minimum requirements include:

- Ability to work independently and within a team environment, excellent problem solver.
- Strong attention to detail with the ability to accurately process large amounts of data.
- High level of organization.



QUALIFICATIONS

- Associate's degree or equivalent experience, with some nonprofit experience desired.
- Previous experience AR/AP is required.
- Significant knowledge of Microsoft Windows, including Word, Excel, Outlook, and PowerPoint programs required.
- Ability to manage multiple, deadline-sensitive projects with ease and attention to detail.
- Excellent interpersonal and customer service skills.

Minimum Salary Statement: All of the roles within UWBCKR have pay ranges that commensurate with the knowledge, skills, and abilities of the successful candidate. The minimum salary for this position is **\$43,877**.

ABOUT UWBCKR

The United Way of the Battle Creek and Kalamazoo Region partners across all sectors year-round to achieve measurable progress towards specific community level goals in Education, Income, Health and Basic Needs. Our organization stands in the top five percent of United Way organizations nationwide in overall resource development results. Our impact locally is over \$10M with more than 4,000 volunteers engaged to help fuel the ongoing movement to change the story in communities throughout our region...one life at a time.

Vision Statement

A community in which every person is equitably supported and thriving.

Diversity, Equity, and Inclusion Statement

UWBCKR is dedicated to building capacity and accountability into our policies, practices, and partnerships through collective collaboration with communities most affected by inequities. UWBCKR is committed to dismantling systemic inequities that continue to cause harm for Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people, women, and people with disabilities.