

JOB TITLE: Accounting Clerk (Full time or 30+ hours, Non-Exempt)

REPORTS TO: President & CEO

GENERAL SUMMARY: The Accounting Clerk is a pivotal member of the Operations Team who provides support for accounting for the Organization. Responsibilities include maintaining financial reports, records, and general ledgers; performing general accounting tasks, including billing activities, such as accounts payable and accounts receivable. Supporting annual audit and United Way Worldwide reporting requirements. This position also supports human resource activities including benefits enrollment/changes and payroll.

A focus on creativity, team work and problem-solving is expected to support the creation and implementation of plans to help the Heart of Maine United Way (HoMEUW) be successful in achieving its mission. A successful Accounting Clerk will demonstrate a strong team orientation and a commitment to integrity, efficiency, innovation and continuous improvement.

FINANCE AND DATA MANAGEMENT

Accounts Payable

- Entering designations & allocations and Processing quarterly payments to agencies
- Processing and entering bills in Quickbooks ensuring accurate coding to chart of accounts
- Processing expense reports
- Preparing checks/electronic ACH to vendors
- Ensuring no late fees or interest charges incurred

Accounts Receivable

- Processing, posting receipts
- Posting of receipts against annual campaign and grants
- Completing reporting for grant reimbursements as needed
- Preparing invoices as needed
- Audit data entry of campaign packets
- Supporting the review, follow through, and collection of outstanding pledges as needed

Financial Reporting

- Supporting CFO/Controller in timely preparation of month end financial statements and other financial reporting requirements as needed,
- campaign balances, bank statements, all cash accounts, general ledger, sub ledgers (including accounts receivable, accrued payables and prepaid expenses)
- Supporting Quickbooks/Andar (CRM) reconciliation
- Allocating G&A Pool, and posting related entries
- Generating year-end tax receipts and 1099s

Finance Committee

- Providing administrative support for the HoMEUW Finance Committee, including
- Meeting scheduling and notifications
- Timely distribution of meeting materials via online portal
- Composing meeting minutes
- Follow up and other activities as needed

Annual Audit & 990

- Assisting with audit and 990 preparation
- Performing reconciliations of general ledger accounts
- Compiling related supporting schedules
- Providing support for the preparation of annual form 990,
- Responses to auditor inquiries
- Other tasks as needed for the timely completion of the audit

Human Resources

- Supporting the administration of HR activities
- Benefits enrollment and administration
- Open enrollment activities
- Bi-weekly payroll administration (including tracking timesheets; leave tracking and generating payroll reports as necessary) and,
- Other HR needs as they arise

ORGANIZATIONAL

- Supporting the administration of periodic review and update of financial policies and procedures
- Manage organizational document retention and destruction policy ensuring regular review and maintenance of documents both onsite and in storage; ensuring proper disposal of documents when appropriate.
- Review systems for operational efficiencies and continuous improvement, including on-going automation
- Ensuring collection of W-9 forms for all vendors and W2-G for all prize winners; issuing year end 1099 forms on time and in line with IRS requirements.
- Supporting all administrative reporting requirements (i.e. United Way Worldwide, grant reporting, State reports etc.)

ALL STAFF RESPONSIBILITIES

- Supports the HOMEUW organization, its goals and mission to improve the lives of people in the Heart of Maine by mobilizing the caring power of people and communities.
- Clearly articulates HOMEUW's mission and products to all stakeholders and potential stakeholders.
- Serves as an active, committed and visible member of the local community focused on developing intentional relationships that support the work of HOMEUW and our partners.
- Actively participates in projects, initiatives, special events, cross-functional teams or workgroups that support the work of the entire organization.

- Provides logistical support of annual campaign efforts which may include administrative and clerical needs, managing divisions, supporting projections, accurate and timely communication logs, CEO calls, major gift visits, special events etc
- Provides information and data that supports the development of content (ex. grant applications, marketing materials, website, social media outreach etc.) as requested.
- Supports Board Level committee meetings and reporting as assigned.
- Oversees interns and volunteers specific to the work at hand when necessary.
- Effectively utilizes technology and software including the customer relationship management database (ANDAR).
- Networks with other United Way agencies and United Way Worldwide to research, emulate and promote best practices.
- Demonstrates commitment to HOMEUW's values as well as continuous improvement and professional development.
- Work on special projects and assignments as needed.

QUALIFICATIONS

- Accounting degree and minimum 2 years of experience working as an accounting support staff
- Strong accounting skills and accuracy with data entry
- Must be detail oriented; work well with deadlines and results oriented
- Excellent time management skills and the ability to prioritize work
- Excellent written and oral communication skills
- Experience with QuickBooks
- Proficient in MS Word and Excel
- Ability to maintain a high degree of confidentiality
- Ability to work collaboratively
- Willingness to assist in whatever ways that are needed for the Organization
- Strong organizational skills with the ability to manage multiple projects in a fast-paced environment
- Strong problem-solving skills required.
- United Way or nonprofit experience desirable but not required.
- Willingness to migrate to automated, electronic systems a must.
- Possess and maintain a valid driver's license.
- This position is subject to a background check

Revised: April 11, 2023