

**Job Title:** Finance & Operations Administrator

**Department:** Finance

**Status:** Full-Time - Exempt

**Salary:** \$41,600 - \$52,000

**Immediate Supervisor:** Vice President Finance & Operations

**Education:** Associate (Preferred)

## **GENERAL FUNCTION**

The Finance & Operations Administrator is responsible for execution of accounting functions within the organization in compliance with control procedures. Maintains accounting related standards through effective communication with staff, vendors, donors, and stakeholders. Assist with overall business operations as requested to do so.

## **KEY AREAS OF RESPONSIBILITY**

### **Accounting Skills**

- Proficient in Quick Books accounting software. Create general ledger entries, confirm accurate expense codes, post payables, and cut checks while maintaining control procedures.
- Provide reconciliation and documentation for all entries including ACH payments, AR accounts, income and payment entries, investment earnings / gains / losses & fees, grants, etc.
- With approved close out of previous month, create accurate and timely financial statement, making YOY and budget comparisons as required. Create management reports as requested.
- Reconcile bank and investment accounts, EFT payments, credit card payments, payables, etc. documenting reconciliation and retain as per standards.
- Make bank deposits daily through scan system or via bank delivery as needed.
- Retain records as per records retention policy, assist with destruction, filing, and record movement as required.
- Maintain accounting procedures, checks and balances, according to organizations policies, UWW, and GAAP standards. Provide informational guidance to staff in order to maintain accounting related standards.
- Pay organization donor designations each quarter in a timely and accurate manner.
- Leads Resource Development in the review of receivables accounts and send out donor reminder statements each quarter.
- Create and send out invoices as needed, working to collect all payments due in a timely manner.
- Complete tasks as related to audit, annual 1099, tax receipts, account detail reporting, etc.
- Complete mid quarter pledge loss analysis per account, working with VPFO and Resource Development staff as needed. Make recommendations for incremental pledge loss entries with documentation to substantiate recommendation.

### **Data Base Skills**

- Processes pledges, setup e-pledge & web donations, complete transactions to record receipt of payments, donor gifts, and etc. all in a timely and accurate manner.
- Fulfills UWW (i.e. Data Base II), agency, grantors, etc. reporting as needed.
- Knowledgeable of Andar systems and reports including but not limited to Accounts Receivable, Pledge Reminders, Transaction Registers, Donor Choice, Payment Processing, etc. in order to accurately record and reconcile financial information, pay designated donations to agencies, create tax receipts, etc.
- Complete Andar system updates, rollover process, account & other system maintenance as needed.
- Create Andar Data Mining Operations templates for staff to execute.
- Expand use of information systems and provide lead information to RD staff. (Solicitation letters assistance)
- Monitor/update Andar account merging.
- Complete system set up for GL accounts, designation fees, processing fees, etc. in Andar as approved by VPFO.

### **General**

- Support all functions of business administration, finance, & operations.
- Recommend procedural and systems changes, implementing as approved.
- Maintain procedural and training documents in Finance files.
- Comply with all policies & procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.
- Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Minimum Qualifications**

A minimum of two year degree in accounting or relevant experience in related field is required. Additional requirements include working knowledge of accounting principles, related software skills, business writing and communications skills are required. Key is the ability to solve problems and generate creative solutions to support the mission of the organization.

### **HOW TO APPLY**

Please submit resume and cover letter to (email preferred):  
Brittany Prellwitz, Vice President Finance & Operations  
[bprellwitz@unitedwayhelps.org](mailto:bprellwitz@unitedwayhelps.org)  
320-229-3502 (direct)

United Way Central Minnesota  
921 1<sup>st</sup> Street N, Suite 200  
St. Cloud, MN 56303  
320-252-0227 (main)