



**Job Title** Accounting Manager  
**Department** Administration  
**Reports to** Executive Director

**Work Environment:** We offer a very flexible and casual work environment. We have a remote and office mix. This is a team-oriented staff.

### **Job Summary**

This is a full-time, benefits-eligible position. Part-time may be considered.

Maintain accurate accounting and personnel records. Performs all accounting functions including payroll and quarterly reporting, accounts payable, accounts receivable, and monthly financial statement preparation. Responsible for balancing the accounting database by processing pledges, donations, and grant income. Preparation of the annual budget and tracking month to month expenditures. Manages the investments of the agency's assets. Files all required United Way Worldwide reports to maintain membership accountability. Responsible for internal and grant-related financial reporting. Works with auditors to produce an accurate annual audit and IRS 990 form.

### **Essential Job Duties & Responsibilities**

- Responsible for all accounting functions, including preparation of monthly financial statements, processing accounts payable, and creating monthly financial reports for the Board Treasurer and Board of Directors.
- Maintain pledge database by entering all pledge detail into fundraising software, billing donors, and analyzing pledge receivables at year end.
- Maintain internal controls.
- Maintain asset records and depreciation schedules.
- In conjunction with program staff, management of grants, including government invoicing and financial reporting.
- Responsible for processing payroll, filing all tax reports, year-end W-2s, maintaining personnel records, and handling employee benefits and time-off requests.
- Work with auditors to produce an annual audit and accurate IRS 990.
- File all required United Way Worldwide reports for membership accountability.
- Prepare annual budget and keep each department up to date with monthly expenditures.
- Calculate annual allocation amount for agencies, process monthly agency allocation payments, and designation payments.

## **Job Qualifications**

**Minimum Education** – Associates Degree

**Minimum Experience** – 2-3 years with prior accounting experience and knowledge of accounting functions and basic benefits relating to payroll. Able to prepare accurate financial statements. Need basic computer skills and prefer prior experience maintaining a database. Need an understanding of the difference between non-profit and for-profit accounting practices.

### **Knowledge**

Required – Accounting background. Basic knowledge of employee benefits.

Preferred – Non-profit accounting experience and some grant management.

### **Computer Skills**

Required – Proficient in Microsoft Suite and an Accounting Software.

Preferred – Prior Sage experience or ability to learn. Work with a database management software.

### **Abilities**

Required – Work independently, problem solver, effective communication skills, prioritize workflow and projects, maintain confidentiality, able to adapt to change and do multiple tasks in a day.

Please feel free to call Executive Director Mary Kay Wolf for questions or clarification – (608) 796-1400, ext. 102.

**Salary Range: \$50,000 - \$70,000 dependent on experience**

**Application Deadline: Open until filled**

**A letter of interest and resume are required for all applicants, and can be sent to:**

**Mail: GRUW-Executive Director**

**Email: [mkwolf@gruw.org](mailto:mkwolf@gruw.org)**

**1855 East Main Street**

**Onalaska, WI 54650**

*Great Rivers United Way is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals.*