



## **Job Description**

### **Position Title: Finance and Office Manager**

United Way of Marshall County's role is engaging, convening, and mobilizing community resources to address root causes of the county's pressing health and human service needs in four primary areas: Youth Opportunity, Healthy Community, Financial Security, and Community Resiliency.

This full-time position reports directly to the Executive Director. Regular office hours will be Monday-Thursday 8:00am-4:30pm and Friday 8:00am-12:00pm. After hours and weekend availability may be needed at times.

#### **Summary:**

Key staff person responsible for all work related to financial information management, employee benefits, and general office management of the United Way office.

#### **Essential Responsibilities:**

##### **Annual Campaign Duties**

- Log all donor pledges into the donation tracking software.
- Prepare and send billing to those accounts requesting them.
- Create forms to be used for and during campaign.
- Maintain list of Day of Caring ticket sales, keep accurate inventory of Day of Caring t-shirts.
- Prepare and send all requested tax letters for previous year.
- Other duties as may be assigned.

##### **General Office Duties**

- Retrieve and review all mail that is received.
- Maintain office supplies and inform Executive Director of any orders to be made.
- Prepare all financial reports for board meetings.
- Other duties as may be assigned.

### **Accounts Payable/Receivable**

- Log all accounts receivable as received, prepare deposits for all cash and checks, and verify receipts.
- Reconcile all bank statements.
- Prepare all accounts payable checks for review and signature by authorized check signers.
- Prepare and print partner agency allocation checks by the last day of each quarter in accordance with board-approved allocations.
- Review the interest rates on each CD account and recommend renewals or changes to the Executive Director and Board of Directors for authorization
- Provide supporting documentation and schedules to external auditors for the year-end audit.
- Other duties as may be assigned.

### **Payroll and Employee Benefits**

- Prepare payroll to be paid out the 15<sup>th</sup> and last day of each month and submit the payroll register to the Executive Director and/or Board of Directors for review and approval.
- Prepare and provide W2s to all employees by January 31<sup>st</sup>.
- Prepare checks for employee IRA contributions and the United Way matching amount for the Executive Director's review and signature.
- Administer employee insurance, including enrollments and changes, and reconcile premium invoices against enrolled employees.
- Other duties as may be assigned.

These job responsibilities are to be the main emphasis of this position. As with every other job in United Way, should the need exist, every person in the organization will assist in any way to ensure efficient and cooperative environment. In the event of a disaster in the county, additional duties will be assigned.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school graduate or equivalent.

At least 2 years previous bookkeeping experience preferred.

**Desired Skills**

Highly organized.

Basic computer skills and ability to learn needed applications.

Familiarity with QuickBooks online preferred.

Able to operate basic office equipment.

Able to meet deadlines as assigned.

Able to interpret data and utilize critical thinking skills.

Strong interpersonal skills.

Able to manage multiple tasks and maintain proper records.

Able to lift at least 20lbs.