

Accountant II

Overview

United Way of Santa Cruz County (UWSCC) was founded in 1941 and has decades of experience effectively bringing together multiple sectors to ensure this is an equitable and thriving community. We partner across sectors, develop solutions, capture relevant data, and use those insights to support public policy and create research-based community initiatives.

UWSCC is committed to building and maintaining a diverse staff and an inclusive workplace that values equity. We particularly welcome applications from immigrants, BIPOC, LGBTQ+ applicants, and people with lived experience in poverty. Not having a degree will not preclude you from being considered; applicable work experience is equally considered.

For more information about UWSCC, please visit www.unitedwaysc.org.

The Opportunity

Reporting to the Chief Financial Officer, the Staff Account II is an exempt level position and is a vital part of the finance team that will be responsible for maintaining financial procedures and confirming financial compliance through preparation of the company's reports and statements. This individual will be responsible for reconciling accounts monthly to ensure accurate reporting and ledger maintenance. This position requires a results-driven leader who is highly focused on growing and strengthening United Way's relationships with the community, donors, and other stakeholders.

Examples of Duties

Finance: Accounts Payable

- A/P Functions including entering invoices, posting to grant codes
- Processing A/P checks, getting signatures, matching/mailing checks
- Processing EFT's for vendors as needed
- Set up and maintain vendor files, including yearend 1099's
- Manage all credit card receipts and processing
- All AP filing
- Assist Chief Financial Officer with daily tasks as needed

Finance: Accounts Receivable

- Post cash receipts (cash/checks/credit cards) to donor database
- Post campaign pledges to donor database
- Maintain integrity of addresses and donor information
- All campaign and pledge filing
- Other task as requested

Other Finance:

- Banking reconciliations
- Help in preparing for the annual audit
- Help prepare for month-end and year-end close

Who You Are

This is an opportunity for a detail-oriented professional who thrives in a fast-paced environment. The candidate will have 4-6 years accounting experience. This person has strong collaborative skills, positive approach, high energy, and results oriented. Experience with Financial Edge and Salesforce a plus. This person is a strategic thinker and self-starter with the ability to improve processes and efficiencies. This individual must be able to establish and maintain an effective "customer service" orientation.

This opportunity is for a professional with a bachelor's degree in accounting or equivalent, finance related field. Must have at least four years' general work experience with an emphasis in accounting. They will ideally have experience in a complex nonprofit that has multiple programs.

Specific requirements include:

- High attention to detail, strong analytical skills, and problem solving is a must
- Experience with Financial Edge and Salesforce.
- Experience reconciling various types of accounts.
- Knowledge of basic accounting principles and net assets/restricted funding.
- Strong management and organizational skills
- Strong customer service skills
- Knowledge of accounting rules, regulations, policies, and procedures.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- UWSCC does not discriminate based on race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law.
- Due to the COVID 19 Pandemic employees have been working remotely. This position is expected to go into the office a minimum of one day per week based on departmental needs and individual's role. As restrictions are lifted and a return to office and community work is increasingly possible, staff and their supervisors will work together to determine the appropriate work arrangement based on the nature of the individual's role, and in alignment with organizational policies and departmental needs and activities. We strive to be as flexible and fair as possible while ensuring in-person accessibility as needed to interface with our volunteers, membership, community, and each other.

Salary and Benefits

\$60,000 - \$70,000 dependent on applicant's years of relevant education and experience; a degree in accounting or business or equivalent experience preferred; minimum 4 years of related experience in an intermediate accounting/bookkeeping position preferred.

Benefits after one full month of employment include: health, dental, employer contribution to employee's 403(b) retirement, paid vacation, and sick time off. The United Way of Santa Cruz County is an equal opportunity, affirmative action employer.

To Apply:

Please include your cover letter, resume and a list of three professional reference. Cover letter should demonstrate experience in community engagement by the candidate. References should be individuals who have immediate knowledge of your work. Please include name, title, organization, address, and telephone number.

Mailing Address

Human Resources
United Way of Santa Cruz County
PO Box 1457
Capitola, CA 95010

Email: hr@unitedwaysc.org

(PDF format only)