

# IMMEDIATE POSITION OPENING

## Finance Manager

### United Way of Southern Chester County

106 West State St., Kennett Square, PA 19348

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POSITION TITLE: Finance Manager

ORGANIZATION: United Way of Southern Chester County

ACCOUNTABLE TO: CEO

#### JOB SUMMARY:

If you are interested in becoming a member of a small impactful non-profit organization where your contributions can make a difference, the United Way of Southern Chester County leadership team would like to meet you.

The Finance Manager manages the financial responsibilities of the organization. **Candidates for the position must be fully trained on QuickBooks.** Primary responsibilities will include implementing financial procedures, systems and reports, preparing payroll, attending monthly Executive Committee meetings and quarterly Full Board meetings, and preparing Treasurer's reports for such. Additional duties include answering the phones, interfacing with the public, and being involved in all aspects of the organization as needed.

Hours: This is a 32-hours a week job, 7 hrs for 4 days and one 4-hr day. Work starts at 9AM M-F. Sporadic early morning (7:30AM) and evening hours mandatory for early/late meetings or events. Events may occur on the weekend.

#### Benefits:

Great flexibility for weekly hours as needed for personal or childcare reasons

11 Paid holidays

Paid vacation

Medical HMO for employee-only capped at \$500 a month towards the premium, includes prescription/vision plans, no dental

\$10,000 in term life insurance and \$10,000 in accidental death or dismemberment insurance

6% of salary paid into a SEP (Simplified Employee Pension) Plan

#### Qualifications:

The position requires attainment of one of the following qualification levels:

- a. A bachelor's degree in accounting from an accredited college or university.
- b. An associate's degree in accounting and at least 1 year of experience as a bookkeeper through the general ledger and/or monthly financial statements.
- c. Familiarity with non-profit accounting and 2+ years of bookkeeping experience.

Responsibilities:

The Finance Manager shall be responsible for the following duties:

- (a) Responsible for all checking, savings, and endowment accounts for the organization.
- (b) Responsible for paying all bills and payroll taxes each month, making deposits for accounts, and preparing necessary tax reports when due.
- (c) Responsible for payroll and keeping accurate time sheets and W-4s for all employees.
- (d) Handle the billing for donors who pledged via the billing option. Make sure they are billed in a timely manner.
- (e) Preparing ACH and check payments for grants to agencies and donor-specific designations.
- (f) Prepare required reports for the CEO and Board as necessary and consult with the Board when necessary.
- (g) Attend board meetings and prepare all monthly financial reports.
- (h) Annually prepare W-2s for each employee through the payroll company and prepare federal and state reconciliation of payroll taxes.
- (i) Prepare the annual budget in consultation with the CEO.
- (j) Provide and maintain records required for annual audits. Meet with accountant and auditors as necessary.
- (k) Prepare and maintain necessary financial reports for grants and United Way Worldwide.
- (l) Working extra hours and weekends to help run the Allocation Process and all our Fundraiser events.

This position will also be responsible for:

- (a) Assisting the CEO with any designated activities.
- (b) Maintaining total confidentiality concerning donor financials.
- (c) Projecting a positive image of United Way to the community.
- (d) Attend to housekeeping duties as may be required or assigned.
- (e) Attending and participating in staff meetings (before and after hours) and outside meetings, trainings, or events as necessary and appropriate.

Salary:

\$25 an hour