



Greater Milwaukee  
& Waukesha County

## **SUMMARY**

United Way of Greater Milwaukee & Waukesha County (UWGMWC) has an opening for a part-time **Accounting Associate**. Reporting to our Controller, provides technical and administrative support required in the Accounting/Finance Department, emphasizing Accounts Receivables and credit card receipts. Other duties/responsibilities in the accounting/finance functions will be assigned in cooperation with the Senior Accountant.

## **KEY JOB FUNCTIONS**

### **MONTHLY AND ANNUAL CLOSING**

- Assist the Senior Accountant in preparing monthly financial journal entries.
- Review and reconcile balance sheet accounts after monthly journal entries have been entered.
- Assist with annual external audit (prepare audit schedules)

### **CREDIT CARD PROCESSING**

- General tasks related to all credit card processing, such as preparing journal entries, manual credit card processing, and posting credit card payments to Andar (donor database).
- Specific tasks related to Combined Campaigns, and various other payment management software such as Vision 2, PayPal, Cybersource, and e-Way.
- Specific tasks related to charging credit cards, and coordinating iPads and credit card machine programming for special events.
- Specific tasks related to Special Events, such as on-site cash/credit card processing and reconciliations to Andar and General Ledger
- Work with IT to improve reconciliations and assist with Payment Card Industry (PCI) compliance.

### **ACCOUNTS RECEIVABLE**

Work with Accounting Associate - A/R to optimize the accounts receivable process, including:

- Daily deposits and lockbox payments during campaign season.
- Review and reconcile various receivables.
- Process adjustments to donor and/or company accounts as needed.
- Prepare and post daily cash deposits.
- Prepare letters for credit card declines.
- Prepare and follow up invoices for special activities (sponsorships, materials, events, etc.).
- Follow up on outstanding receivables.
- Tax receipts.
- Correspondence with donors related to credit card transactions.

### **GENERAL ACCOUNTING**

- Mail sorting and control tapes.
- Reconcile and process payments for corporate credit cards.
- Provide front desk phone coverage, as needed.
- Provide back-up as needed, including Accounts Payable and Pledge Processing.

### **DISTRIBUTIONS**

Assist with December agency and public sector payouts.

### **STOCK DONATIONS**

- Assist Senior Accountant to ensure timely sale of all stock donations.
- Coordinate recording of stock pledges in campaign software system.

## **QUALIFICATIONS**

### **EDUCATION and EXPERIENCE**

- Associate degree in accounting or equivalent experience. Prefer four-year college degree with an accounting major.
- Three years of general accounting experience. Experience beyond four years may substitute a degree with an accounting major.

### **SKILLS/COMPETENCIES**

- Good communication and interpersonal skills.
- Aptitude for accounting and ability to handle a wide variety of tasks.
- Accurate and detail oriented.
- Excellent computer skills, including Microsoft Office package.
- Ability to maintain confidentiality.

### **OTHER SKILLS**

Experience in working with computerized software, such as Microsoft Word, Access, Excel, or other similar programs. Experience or knowledge of computer-based outcome reporting systems. Demonstrated capacity to handle financial development opportunities related to investment portfolio.

### **TO APPLY:**

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/18517843>. **If you meet or exceed job requirements, please apply directly at this web address today.** Please indicate salary requirements.

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