



The United Way of Mercer County is seeking a part-time Accountant/Fundraising Gifts Administrator.

The United Way of Mercer County is a 501(c) (3) non-profit organization whose goal is to help the residents of Mercer County by providing programs and initiatives through Education, Health and Self Sufficiency, that will impact lives and build a better tomorrow for all.

The Accountant/Fundraising Gifts Administrator position will support all financial aspects of the United Way of Mercer County, and provide accurate reporting both inside and out for the organization.

MAJOR AREAS OF RESPONSIBILITY:

- Maintain accounts payable and receivable;
- Organize and maintain filing systems;
- Supervise and handle daily deposits of cash and checks;
- Process credit card donations;
- Handle multiple bank account reconciliations;
- Receive, input and process all checks, credit cards and pledges for donations within current donation software;
- Handle asset and depreciation schedules;
- Prepare payroll, including making payroll tax deposits, filing quarterly tax reports, and producing W-2's and 1099's at the end of the year;
- Prepare monthly financial statements, or as needed;
- Coordinate with CPA Firm in preparing the annual audit and Form 990;
- Work with Executive Director to develop and monitor annual budget;
- Work in conjunction with in-house projects and United Way events;
- Ensure that every transaction has the necessary supporting documentation, approvals and is filed properly to ensure a smooth and accurate review;
- Accurately post and track multiple Grant revenue and expenditure streams;

Minimum Qualifications:

- Associate Degree required, Bachelor's Degree preferred.
- Minimum 3 to 5 years of accounting/bookkeeping experience using QuickBooks, and will have worked with fundraising software within a non-profit environment required.
- Knowledge and Experience with Microsoft Office products, especially Excel and Word.
- Knowledge of current Financial Accounting Standards relevant to profit and non-profit organizations.
- Budgeting and fiscal management.
- Must be detail oriented with the ability to organize, prioritize and meet deadlines.
- Demonstrated ability to work collaboratively in a team environment.
- Communicate effectively verbally and in writing.

Please e-mail your letter of interest and resume to uwmercercounty.org or mail to:

United Way of Mercer County
493 S. Hermitage Road
Hermitage, PA 16148