



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

The United Way of Mercer County 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 detailed 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](http://uwmercercounty.org) or mail to:

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