

Position: Accounts Payable and Business Support Associate

Reports to: Senior Accountant / Director of Special Projects

Position Status: Full Time, Exempt

Salary range: \$38,000 - \$40,000 annually

Scope of Position: This position's focus is to provide financial and administrative services related to accounts payable and award distributions and to provide support for office operations and procedures for the organization. The role is to be performed with high standards of service to external and internal constituents.

Essential Job Functions:

Accounts Payable:

This function manages and performs all activities related to accounts payable including general operating payables and United Way of Larimer County disbursements for grant awards and donor directed designations.

- Reviews invoices for appropriate documentation and verifies coding with budget prior to payment, ensuring that payments are made timely
- Identifies discrepancies and resolve billing issues
- Performs invoice and general ledger data entry
- Requests vendor tax documentation when appropriate and maintain vendor file to accommodate Form 1099 filings
- Works collaboratively with Operations Department personnel to create and maintain procedures, protocol and forms necessary for submission of accounts payable
- Performs annual archiving of accounts payable files
- Maintains knowledge and utilizes the Accounting (GP) software for integrations for disbursements as needed
- Disburses petty cash by recording entry; verifying documentation
- Supports and performs activities for United Way budgeting processes as needed
- Supports in the annual audit as needed
- Prepares W-2G to annual car raffle winner
- Prepares 1099's and Transmittals to IRS annually for Staff Accountant review
- Updates job knowledge by participating in professional development opportunities
- Provides exceptional customer service internally and externally to inquiries, requests, data, and reports

Award Distribution

This function manages and performs all activities related to United Way of Larimer County disbursements for grant awards and donor directed designations.

- Manages and performs all activities related to grant award disbursements
- Works collaboratively with United Way Community Impact & Engagement department

- Maintains knowledge and utilizes Donor Database (Andar) software for disbursement integrations (imports)
- Manages constituent data in the accounting (GP) software
- Supports non-profit agency management functions in Andar including verification of 501(c)3 status and obtaining banking information for EFT payments

Payroll:

This function supports the payroll process performed by contracted Professional Employment Organization (PEO).

- Supports PEO in human resource and payroll processes as necessary to insure that accurate information is provided for bi-weekly payroll processing. Performs initial review prior to bi-weekly processing.
- Processes employer / employee 403(b) contributions to Retirement Plan per PEO reports on bi-weekly basis

Office Management:

- Answers phones, direct calls, takes and delivers messages as needed
- Sorts and deliver incoming mail to appropriate person
- Maintains and updates personnel board, mailboxes and internal phone directory
- Supports maintenance and repair of all office machines and services as key user for all equipment
- Provides training and support to all staff in use of office systems
- Performs first audit of Revenue Submission Envelopes and Revenue Report envelopes
- Completes cash control logs and completes bank deposit.
- Coordinates office supply orders and maintains food and amenity supplies for staff
- Supports in overseeing Administrative Budget line items for office supplies
- Provides facility support by acting as first response and notification to Landlord
- Provides recruitment support to hiring managers; creates job postings, receives and distributes resumes and sends decline responses

Qualifications:

Education:

- Associate's Degree from an accredited college or university with major course work in business or accounting, or related field or comparable work experience required

Required Experience and Skills:

- Minimum three years' experience handling all accounts payable functions
- Experience with payroll processing preferred
- Knowledge of principles, methods, and practices related to payable activities
- Ability to maintain confidentiality at all times
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience with spreadsheets and proprietary software

- High degree of accuracy and attention to detail
- Customer service orientation and negotiation skills
- Ability to manage multiple projects simultaneously
- Strong verbal and written communication skills
- Solid problem-solving and business acumen skills
- Proficiency in MS Office
- Commitment to United Way of Larimer County's mission

To Apply:

Send resume and cover letter to jobs@uwaylc.org with Accounts Payable in the subject line.