

## Staff Accountant

United Ways of Texas (UWT) is seeking a highly motivated individual to join its Accounting team.

### Key Responsibilities:

1. Supports the accounting work of United Ways of Texas
2. Manages and adheres to tight deadlines, with a strong, consistent work ethic and a keen attention to detail
3. Manages accounts payable transactions for member organizations, including coding, allocating and entering of data into Quickbooks and Abila MIP
4. Reviews and enters cash receipts, determines coding to correct general ledger accounts, prepares bank deposits
5. Reviews pledge forms and enters donor data into databases
6. Creates invoices for special events and sponsorships
7. Contributes as a member of the team, by analyzing information, questioning and recommending solutions
8. Reconciles accounts and prepares journal entries
9. Manages the preparation of monthly financial reports, by computing data and creating reports
10. Picks up and distributes mail
11. Manages special projects as needed
12. Contributes to process improvements and automation opportunities
13. Other duties as assigned

### Qualifications/Experience:

- Bachelor's Degree in Accounting or related field or at least five (5) years relevant work experience
- Three (3) years general accounting experience, preferably in a non-profit setting
- Proficient with Microsoft Office Suite; QuickBooks and Abila MIP experience a plus
- Must possess excellent communication skills, both written and verbal along with superior customer service skills
- Position works remotely with occasional meetings in an office

HOURS: Full-time 30 hours per week; generous company paid benefits and flexible work schedule.

**About UWT:** United Ways of Texas is the voluntary state association of Texas United Ways. With nearly 70 United Way members statewide, the association works to represent the public policy interests of our members, provide members education opportunities and lead statewide initiatives designed to improve Texas communities. United Ways of Texas is an equal opportunity employer. We actively seek to build an organization that reflects the diversity of the population served by local United Ways. UWT has a moral belief in the dignity, value and potential of every individual and a practical belief that a diverse, inclusive team will create the best outcomes for our members, partners and the community.

email cover letter and resume to: [kimberlee.brown@uwtexas.org](mailto:kimberlee.brown@uwtexas.org) by March 31, 2022