



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,200 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Community Engagement and Marketing team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

We are searching for an **Accounts Receivable Coordinator** whose mission-driven, team-oriented and has a 'can-do'/solution outlook. The Accounts Receivable Coordinator would be excited by working in a fast-paced environment while managing multiple priorities.

As the **Accounts Receivable Coordinator**, you will:

- Prepare and process bank deposits.
- Timely and accurate processing of cash payments via bank lockbox, ACH, credit card and local deposits.
- Research and resolve issues for returned agency payout checks.
- Assists with our Stratus LIVE hosted agency portal system, provide technical support and customer service to internal and external constituents.

- Invoice designation research and set up in our customer relationship management (CRM) database as well as our payables system.
- Coordinate and process monthly reminder statements for scheduled payments.
- Prepare and process sponsorship invoice and pledge requests.
- Works in partnership with relationship management, to establish cohesive communications to external constituents.
- Adheres to finance department audit controls and procedures
- Protects organization's value by keeping information confidential.
- Assists with departmental processing during peak and/or vacation times.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Assists with front desk coverage as assigned monthly.
- Performs other duties as required.

QUALIFICATIONS AND COMPETENCIES:

- Associates degree in accounting preferred or equivalent business-related experience with accounts receivable applications.
- Proficiency in Microsoft Office Suite required.
- Proficiency in Microsoft customer relationship management software (Stratus Live preferred).
- Experience in advanced Microsoft Excel formula and SQL applications
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.
- Strong customer focus in all tasks and activities, even while at times under pressure.
- Ability to perform job with integrity, mission, vision and values consistent with United Way of Central and Northeastern Connecticut.
- Ability to relate well with people from diverse groups.
- Driver's license and valid transportation required.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
 Human Resources
 30 Laurel Street
 Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.