



United Way of Central and  
Northeastern Connecticut

## About Us

United Way of Central and Northeastern Connecticut is one of more than 1,040 autonomous United Ways in our nation and 1,800 community-based United Ways in forty-five 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 Workplace Giving 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.

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## Join Our Team! Career Opportunity

We are searching for a **Senior Staff Accountant** who will be responsible for leading, supervising and performing a wide variety of accounting duties to be part of our United Way team located in Hartford. The individual will provide critical customer service to internal and external customers, along with a high degree of organizational skills to manage projects proactively and successfully. This role will provide direct support to department leadership with limited direction.

This position has the opportunity to work on a hybrid schedule (in-office and remote).

### ***What you will do:***

#### **Campaign Oversight**

- Responsible for the internal audit of all campaign results assuring accurate accounting of pledge income, any restrictions, and cash receipts submitted with the donor's pledge, and that all appropriate authorizations are submitted.
- Analyze and research to ensure pledge payments are recorded to the correct account and campaign year.
- Prepare monthly reports of collection activity and institute corrective action when necessary.

- Meet monthly with RED staff to review accounts.
- Provide the CFO with monthly status reports on pledge collections, including analysis of the bad debt reserve and recommendation of whether the reserve should be adjusted.
- Analyze trends in donor activity to collaborate with RD department.
- Record all General Ledger entries pertaining to the pledge reporting process.
- Processing and reporting for all quarterly and monthly donor designation payments to agencies in a timely manner in accordance with United Way Worldwide standards.

### **Accounting Operations**

- Supervise, coach, and develop Finance Coordinator and other Finance staff as assigned.
- Monitor compliance with generally accepted accounting principles, United Way Worldwide guidelines, industry best practices and company procedures.
- Works with leadership to document accounting processes; procedures; internal controls and to ensure adherence.
- Collaborates with the CFO and leadership for annual budgeting and planning and monitoring process; assists with analysis of variances.
- Prepare and distribute departmental budget to actuals in an accurate and timely manner.
- Manage restricted contributions.
- Leads the finance team in performing and ensuring all monthly reconciliations of general ledger accounts, and related schedule are completed.
- Assist in compiling monthly KPI dashboard.
- Mentor and leverages strengths of the finance team, helping to clarify roles and responsibilities and develop and implement training programs and promote positive work environment.
- Assist CFO and leadership in compiling financial information to prepare entries to document business transactions.
- Lead organization's production team: plan and facilitate meeting agendas, serve as the lead to develop, and maintain written processes and protocols for maintaining campaign and financial data in SCRM.
- Regularly research, collaborate and make recommend changes to improve processes and protocols; serve as leader to ensure effective implementation of changes on an ongoing basis.
- Monthly bank reconciliations, as assigned.
- Assist the CFO with annual audit duties and preparation of the 990.

### **Other**

- Assist with departmental processing during peak and/or vacation times.
- Assist the CFO with administrative tasks as requested.

This job description is intended to convey the essential functions of this position and it is not intended to be an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.

### ***About You:***

- 5+ years' experience in accounting (required)

- Associate degree (preferred)
- 1-3 years of experience working with donors and/or customer service (preferred)
- MS Dynamics experience a plus
- Stratus Live experience a plus
- Non-Profit experience a plus
- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint, Teams)
- Accuracy and attention to detail
- Proactive and well organized
- An individual with the utmost professional and personal integrity
- Outstanding collaboration skills through effective communication
- Personal values consistent with United Way mission

### **Application Information**

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

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

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to your application.