



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.

Join Our Team! Career Opportunity

We are searching for a **Staff Accountant** who will be responsible for performing a wide variety of accounting duties to be part of our United Way team located in Hartford. The individual 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:

Accounts Receivable

- Management and coordination of the Accounts Receivable invoicing and receipt system to ensure accurate and timely recording of the donor, grant receivable, and other payment activity.
- Process and record the daily banking activity, posting, and recording cash receipts, ensuring that the proper donor and general ledger revenue accounts are recorded for each payment transaction into the general ledger.
- Tracking of sponsorships and accounting for Event revenue.
- Record deposits in daily banking spreadsheets and assist CFO and Sr. Accounting Manager with revenue projections.

- Record alternative receivable activity in our shared customer relationship management (SCRM) database.
- Reconcile and maintain receivable log(s); provide month-end report to Sr Accounting Manager and CFO; follow up to ensure all receivables collected.
- Coordinate with Pledge Manager to ensure general ledger and donor database platforms reconcile for each cash receipt of donor payments.
- Research and resolve issues related to assigned accounts and communicate resolution with internal staff, donors, agencies, and other United Ways to address problems.
- Works in partnership with colleagues from other departments to establish cohesive communications to external constituents and to work on special invoicing needs.
- Works in conjunction with colleagues from other departments to establish correct handling of payments and processes them accordingly.
- Prepares payment receipt for donors as requested.

Other

- Accounting for Workforce Solutions.
- Monthly PayPal reconciliation.
- General ledger entries: Payroll; Benefits; 403B; prepaid expenses; prepaid insurance; prepaid expenses; depreciation; accrued expenses.
- Maintain schedules: prepaid campaign/expense; miscellaneous revenue.
- Rental income entries and related collections.
- Additional monthly reconciliations of accounts, as assigned.
- Develop a working knowledge of the donor designation pay-out process to serve as a backup to the Sr. Accounting Manager.
- Assist the CFO and Sr. Accounting Manager with administrative tasks.

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 collaborating 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)

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.