

UNITED WAY OF SIOUXLAND

POSITION DESCRIPTION

Finance/Office Manager

Reports to: President

RESPONSIBILITY

Directs, administers, and monitors all finance activities of overall office operations to successfully fulfill the mission of United Way. Performs human resource functions in compliance with state and federal guidelines and maintains adherence to established company policy. Aids the president in administering the organization's policies.

United Way of Siouxland operates with the support of a professional IT, Accounting & Pledge Processing Firm. The Finance/Office Manager will work in tandem with this team.

ACCOUNTABILITIES

- Organize & coordinate with support of the Firm: accounts receivable & payable
- Maintain financial records for the following areas: general ledger, tax filings, bank accounts, payroll, pledge processing, donor designations, purchasing, insurance, and company 401(k) plan
- Organize with Firm, preparation of monthly financial statements for the President and Board and notify President and/or Treasurer of any problems or areas of concern
- Oversee pledge entry coordination for the Siouxland and Le Mars campaigns
- Oversee campaign processing & develop effective procedures to thank and recognize donors
- Serve as benefits coordinator for employee health insurance, cafeteria plan and 401K plan and open enrollment
- Maintain all employee records, including payroll, vacation, and sick leave for all employees
- Assist president in development of yearly budget and regularly review and analyze variances for adherence to budget throughout the year
- Manage organizational cash flow
- Review and approve timesheets for nonexempt staff and oversee payroll process
- Oversee year-end closing tasks in the accounting system with Firm
- Coordinate with Firm and provide reporting for the annual audit process
- Regularly review, recommend updates, and implement all policies and procedures as written in the Finance Manual, with the approval of the Finance Committee
- Educate new employees regarding benefits, manage benefit enrollment, and maintain employee benefit files
- Participate in the hiring and onboarding of new staff
- Ensure that policies and procedures comply with all state and federal regulations
- Supervise workflow within the Finance and Administrative Areas

Disclaimer:

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.

JOB SPECIFICATIONS

Education

Bachelor's degree in business with accounting, finance, bookkeeping emphasis preferred; or equivalent education and experience working in the field.

Experience & Skills Required

- Proficiency in accounting/finance. Excellent Microsoft Office, Word, and Excel skills. Experience working with databases and running reports
- Excellent customer service skills
- Demonstrated integrity and discretion in handling confidential information
- Ability to learn new technology quickly and work well leading a team
- Strong communication, organization, and time management skills

Position requires a confidentiality agreement, as well as criminal & financial background checks.

Benefits

- Health Insurance
- 401K Matching Program
- 9 Paid Holidays
- Generous Vacation Package
- Cafeteria Plan
- Life Insurance
- Free Parking
- Family Friendly Working Environment

Position Location: Onsite

United Way of Siouxland 701 Steuben Street Sioux City, IA 51101

Application Instructions

Interested candidates should provide resume with cover letter and desired salary range to:

Heather Hennings via email with **Subject Line: RESUME** to hhennings@unitedwaysiouxland.com

Or Deliver to United Way of Siouxland
701 Steuben Street
Sioux City, IA 51101

United Way of Siouxland is an Equal Opportunity Employer.