

UWGLV Finance Manager Job Posting

Position: Finance Manager
Department: Finance and Administration
Supervisor: Kim Kitashima
Status: Salary, Exempt, Full-time

Finance Position Description

Manage the finances related to donor pledges and receipts. Process accounts receivable and payouts. Support and assist the finance department in achieving financial goals through customer service excellence.

1. Process bank deposits (40% of time)
2. Provide monthly trial balances to controller for campaigns (15% of time)
3. Run designation payouts (5% of time)
4. Discover and implement innovations in finance systems and processes while ensuring the documentation and transfer of institutional knowledge (12% of time)
5. Manage Finance/Agency Relationships (5% of time)

Work Experience and/or Education for Finance Manager

At least 3 years of work experience in an accounting function (AR, AP, Reconciliations, Cash Management). Related education consider in lieu of experience. Experience in donor gift processing in a non-profit environment preferred.

Skills for Finance Manager

- Familiarity in customer relations management or accounting systems
- Understanding of basic accounting concepts and GAAP
- Proficient in preparing and interpreting financial reports
- Proficient in Microsoft Windows, Outlook, Teams, Word, Excel and Power Point.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-3% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

Remote Work and Pandemic Conditions

This position is based in our office in Allentown, PA for at least 70% of the schedule. After an introductory period and if the work allows, this position may choose to work remotely for up to 30% of the schedule.

Apply here: <https://easyapply.co/job/coordinator-gift-processing-2?rcid=uwglv>