



United Way of Anchorage

Title: Accounting Associate

Supervisor: Controller

Salary Range: \$50,000 to \$65,000 DOE

Hours of Work: 8:30 a.m. to 5:00 p.m., M-F

Organization Overview: We unite caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health—the building blocks for a good quality of life and a strong community.

Position Overview: Assist with routine accounting duties, and provide prompt, courteous responses to inquiries. Provide efficient, reliable support to finance department and accounting department members, other departments, and external parties.

Essential Functions/Roles & Responsibilities of the Position:

- Record all deposits and prepare deposit journal entries
- Process all payments to accounts receivable
- Research payments to assure they have been properly applied to the correct receivable accounts
- Process all credit card payments
- Backroom support for partner organizations, providing payroll, accounts payable and coordination of external audits.
- Reconcile accounts receivable accounts.
- Assist with various finance projects.
- Other duties as assigned.
- As a frontline ambassador for United Way of Anchorage and an individual who will interact with a variety of donors, volunteers, and community partners, maintain current awareness of program priorities, strategic plan goals, recent accomplishments, and laudable program milestones.

Key Competencies:

- Ability to function independently and as part of a team
- Strong communication skills.
- Detail oriented.
- Problem solver.

Education, Skills & Qualifications:

- Bachelor's degree in Accounting, Finance or related field OR 2 years of accounting experience.
- Knowledge of GAAP.
- Excellent organizational skill and attention to detail
- Proficient in Microsoft Office Suite or similar software.

Personal Competencies:

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning. A person who knows themselves can identify their thoughts, feelings, and wants and then effectively put them into words in the moment. They are aware of their patterns, strengths and limitations and they seek feedback and knowledge to continually learn and grow from their experiences.
- **Understand Others** - Demonstrate interpersonal awareness and the ability to be inclusive. A person who understands others knows that everyone has their own experience of any given situation. They seek to understand all perspectives and leverage the generative nature of differing options and experiences so that outcomes are of the highest priority.
- **See the Whole** – Demonstrate organizational and political awareness, relationship building skills, and effective decision making. A person who sees the whole understands how UWA is connected in vision, mission, and function. They can balance UWA, partner organizations, donors, and community member interests to make effective decisions as well as champion decisions that have been made. They know the importance of relationships in understanding all perspectives and demonstrate effective group behaviors.
- **Create an Environment of Success** - Demonstrate the ability to provide personalized recognition and celebrate successes and display characteristics of interpersonal influence. A person who creates an environment of success can clearly articulate their vision and expectations to their team and garner commitment. They ensure accountability and continued success through feedback, coaching and recognition.
- **Model the Way** - Demonstrate ethics and integrity, consistently walking the talk. A person who models the way is highly credible. They do what they say they are going to do. They consistently excel by aligning their personal actions with shared values.

To Apply: Please send your resume to Nina Makarova, Director Administrative Services: nmakarova@ak.org