



United Way of Anchorage

## Position Description – Accounting Manager United Way of Anchorage

**Title:** Accounting Manager

**Department:** Finance

**FLSA:** Exempt

**Reports to:** CFO/ VP, Finance & Administration

**Summary Position Statement:** This position is responsible for the day-to-day accounting activities of United Way of Anchorage and the supervision of the finance/accounting department to include payroll and accounts payable.

### **Essential Functions/Roles & Responsibilities of the Position:**

- General accounting, including journal entry preparation, review of bank reconciliations, and review of campaign processing envelopes;
- Supervise Finance AP and payroll staff and processes;
- Assist with monthly financial statement analysis and preparation, including variance analysis;
- Prepare audit workpapers and manage the United Way of Anchorage audit;
- Assist CFO with annual budgeting process;
- Prepare monthly financial reports for senior United Way of Anchorage leadership;
- Maintain chart of accounts;
- Assist CFO with grant accounting and grant compliance;
- Other duties as assigned.

### **Education, Experience, Skills and Abilities**

#### **Education:**

- Undergraduate degree with a concentration in accounting or finance

#### **Experience:**

- Five (5) years general accounting experience
- Three (3) years of experience supervising an accounting or finance department in an organization of similar size and complexity
- Experience with general ledger functions and month-end/year-end close processes
- Experience with grant accounting
- Experience with non-profit accounting



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### Skills and Abilities

- Excellent written, oral, listening and presentation skills.
- Advanced knowledge with Microsoft Excel, Word, and PowerPoint; demonstrated proficiency in working with automated financial applications
- Thorough knowledge of basic accounting procedures and understanding of Generally Accepted Accounting Principles (GAAP)
- Excellent organizational skills, attention to detail and accuracy
- Demonstrated supervisory experience

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

### License:

Valid, current Alaska Driver's License

### Vehicle:

Access to reliable insured automobile to be used for work related travel in the Anchorage area.

### Place of Work:

701 West 8<sup>th</sup> Avenue, Suite 230, Anchorage, Alaska 99501

### Hours of Work:

8:30 am — 5:00 pm -- Monday - Friday

### Salary & Benefits:

Salary DOE -- Benefits include holiday pay, medical, dental, and vision insurance, disability, and a retirement plan.

**How to Apply:** If you are that someone and meet our qualifications and are interested in the position, please submit a cover letter and resume to:

Beverly Westhoff @: [bwesthoff@ak.org](mailto:bwesthoff@ak.org)