



United Way of Anchorage

Title: Accounts Payable Associate

Department: Finance & Administration

Reports to: Senior Accountant

Organization Overview: United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, collaborative, and adaptive.

Position Opportunity: The Accounts Payable Associate position is a permanent, part-time position (15 hours per week). The primary responsibilities of the Accounts Payable Associate are to process UWA's accounts payable transactions and assist with overall accounting functions as requested. Specific job duties, skills and qualifications are listed below.

Essential Functions/Roles & Responsibilities of the Position:

- Process accounts payable transactions, including:
 - Monitoring discount opportunities
 - Verifying mathematical accuracy of invoices
 - Verifying coding and approvals
 - Scheduling and preparing checks runs
 - Resolving invoice discrepancies
 - Data entered on a daily basis, with checks cut on a weekly basis (or as required by business needs)
 - Reimburse employees by verifying expense reports and reviewing for appropriate backup and correct expense coding
 - Prepare quarterly local campaign payouts
 - Prepare quarterly ASD, Muni, and SHARE payouts
 - Prepare quarterly Community Fund Award payments
 - Maintain accounts payable aging schedule
 - Prepare accounts payable reconciliations on a quarterly basis, and annually in preparation for UWA's financial audit
 - Prepare and distribute annual 1099s
- Assist with other Finance Department activities and projects as assigned

Education, Skills & Qualifications:

- Associates degree in Accounting preferred
- 3-5 years accounting/bookkeeping experience
- Understanding of basic accounting concepts and GAAP

- Accuracy in data entry and attention to detail
- Ability to work with little supervision and ability to meet frequent deadlines
- Familiarity with a variety of computer applications including Microsoft Word, Outlook and Excel
- Verbal and written communication skills and ability to work effectively in a team environment
- Ability to work effectively in a fast-paced environment

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 Drivers License

Vehicle: Access to reliable, insured automobile to be used for occasional work-related travel in the Anchorage area.

Place of Work: 777 Juneau Street, Anchorage, Alaska 99501

Parking is provided

Hours of Work: 8:30 am – 11:30 am, Monday – Friday

This position is a permanent, part-time position

To Apply: Submit letter of interest and resume to Nina Makarova: nmakarova@ak.org

Position open until filled.