



United Way of Anchorage

Position Description – Accounting Associate – AP United Way of Anchorage

Summary Position Statement: This position is responsible for processing and paying all incoming invoices on a weekly basis, reviewing the invoices for mathematical accuracy, assuring the invoices are coded and approved, processing payments and maintaining accurate and neat accounts payable files. This position processes the monthly Community Awards payments and the quarterly public campaign payments.

Essential Functions/Roles & Responsibilities of the Position:

- Receive all invoices, verify invoice accuracy, assure invoices are coded, have sufficient documentation to support the payment and are properly approved, enter invoices into MIP accounting software, process payments and file check copies, backup and invoices.
- Weekly, Prepare UWA accounts payable.
- Prepare monthly Community Awards.
- Prepare quarterly ASD, MUNI, & SHARE checks.
- Annually, prepare and distribute 1099s.

Education, Experience, Skills and Abilities

Education:

- High School Diploma or equivalent
- Course work in accounting/bookkeeping desirable

Experience:

- Three (3) years accounts payable experience, including annual 1099 preparation
- Three (3) years' experience with data entry

Skills and Abilities

- Experience with Microsoft Office, Excel and Word
- Proficiency in Accounts Payable
- Understanding basic accounting
- 10-key by touch
- Accurate data entry skills
- Ability to work with minimal supervision

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



United Way of Anchorage

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 8th Avenue, Suite 230, Anchorage, Alaska 99501

Hours of Work:

This is a part time position requiring a time commitment of 15-18 hour a week Monday – Friday. There is flexibility regarding which day(s) the successful candidate chooses to work.

Salary & Benefits:

Salary DOE

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

Beverly Westhoff @: **bwesthoff@ak.org**