



POSTING

Company: United Way of the Midlands

Job Title: Accountant I

FLSA Status: Full Time, Non-Exempt

Location: Omaha, NE

United Way of the Midlands is a great place to work. You see it in our people and the relationships they have with each other, our volunteers, donors and our community. United Way of the Midlands has served the Omaha-Council Bluff community for over 95 years. Working on behalf of thousands of donors, UWM's focus is to serve those living in poverty – helping our most vulnerable neighbors stand strong and work toward independence.

The Accountant I position will be responsible for the accounting of direct service programs of the United Way of the Midlands. Prepares weekly disbursements for utility and rent assistance programs, ensures files are complete and maintained as needed, works with utilities and landlords to process payments and secures proper documentation, handles accounts payable duties, and assists accounting personnel.

Duties and Responsibilities:

- Perform accounting and clerical functions.
- Research, track, and resolve accounting problems.
- Issue checks for accounts payable.
- Support accounting personnel.
- Input vouchers, invoices, checks, account statements, reports, and other records.
- Work with adding machines, calculators, databases and bank accounts.
- Utilize computer systems to run databases and pay bills.
- Prepare bank reconciliations.
- Manage the fund balance available for direct services for utility and rent assistance programs.
- Work with other granting agencies on processing referrals for the direct services program.
- Maintain and input data into the utility and rent assistance program database.
- Prepare monthly reporting on utility and rent assistance program.
- Provide support to the donor designation payout process and accounts payable.
- Performs other duties as assigned.

Required Skills and Abilities:

- Knowledge of an accounting software, MIP preferred.
- Ability to analyze and interpret data for accuracy. Detail oriented.
- Excellent interpersonal skills, ability to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships.
- Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Education and/or Experience:

- Associates degree in accounting or 2 years' experience in accounts payable or accounting clerk role.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to communicate clearly in person and over the telephone
- Regularly reach with hands and arms and talk or hear
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
- Must occasionally lift and/or move up to 10 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym
- Wellness Program

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.