



## **JOB POSTING**

**Organization:** United Way of the Midlands  
**Job Title:** Accountant II  
**Supervisor:** Assistant Director of Finance  
**FLSA Status:** Full-time, 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 II position will be responsible for various accounting functions for the United Way of the Midlands, ensuring proper internal controls execution and GAAP compliance.

### **Duties and Responsibilities:**

- Organize and prepare daily ACH bank activity for Accounts Receivable team to process.
- Process daily imports of donor activity into MIP accounting software.
- Review A/R campaign envelopes for accuracy prior to posting to Andar.
- Prepare General Ledger account reconciliations as assigned; researching and resolving any identified discrepancies and posting necessary adjusting journal entries.
- Manage Fixed Assets and Capitalization process of UWM. Work with key management to ensure proper G/L coding and depreciation calculations are implemented in compliance with GAAP reporting and UWM Capitalization Policy.
- Process donations via stock transfers and assist in related reporting requirements.
- Assist with Campaign pledge processing and auditing.
- Submit quarterly and annual raffle tax reporting requirements.
- May assist in Accounts Payable functions as needed, ensuring proper internal control procedures are implemented, necessary documentation is received and distributions are processed timely.
- Assist in Accounts Receivable functions as needed, processing online donations from payment processors such as MobileCause & PayPal.
- Assist with audit preparation, and assembly of materials needed for audit testing.
- Assist Finance Director with special projects and other duties as assigned.

### **Required Skills and Abilities:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to communicate with colleagues in a professional manner, respond to common inquiries and problem solve issues in a timely manner.
- Ability to understand and implement GAAP compliance and IRS regulations.
- Ability to write new processes and procedures as necessary.
- Must be familiar with Microsoft Excel and Word.
- Must pass all applicable background checks.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Education Requirements**

- Bachelor's degree from four-year College in Business/Accounting/Finance.
- Three to five years related experience and training.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- 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](mailto: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.*