

United Way
of the Midlands



Organization: United Way of the Midlands
Job Title: Senior Accountant
Department: Finance
FLSA Status: Full-time, Exempt
Location: Omaha, NE

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

As an organization that has been around for nearly 100 years, United Way of the Midlands (UWM) has maintained a long-standing commitment to addressing social injustice by serving the underserved and partnering with other organizations that are striving to create a more equitable community.

The Senior Accountant will play a key role in the daily accounting functions and monthly close process of the United Way of the Midlands. We are looking for a detail-oriented Senior Accountant to perform and coordinate accounting duties which include preparing financial reports, performing account reconciliations, maintaining the general ledger, financial analysis, assisting with audit preparations, and performing other accounting duties as assigned.

To be successful as a Senior Accountant, you should have a solid working knowledge of Generally Accepted Accounting Principles (GAAP) and strong financial analysis skills. An outstanding Senior Accountant should also possess strong Excel skills, be detail-oriented, highly organized, and able to work with little to no supervision.

Duties and Responsibilities:

- Execute general ledger account reconciliations, journal entries and account analysis related to completion of month-end processing, ensuring proper internal controls execution and GAAP compliance
- Organize and prepare daily ACH bank activity for Accounts Receivable team to process
- Review A/R campaign envelopes, including ACH/credit card transactions and UWM Events, for accuracy prior to posting to CRM database
- Responsible for balance sheet account reconciliations and bank reconciliations. Ability to analyze and research any discrepancies
- Understand and perform complex accounting and financial analysis of accounting for campaign contributions, federal, state & private foundation grant funding as well as other forms of revenue, expense and net assets
- Prepare analytical processes for campaign monitoring, campaign collection status, grants, programming and community impact for executive leadership team

- Assist with monthly internal and departmental financial statement preparation and related reviews for accuracy, and detailed variance analysis
- Responsible for monthly collections reporting for campaigns, events, grants & programming.
- Ability to assist with departmental budget preparation including variance analysis and financial forecasting
- Assist with preparation of work papers and assembly of materials needed for financial audits
- Assist Finance department with special projects as needed
- Effectively process UWM stock donations, ensuring proper valuation, Andar recognition and timely execution of related reporting requirements and donor acknowledgement
- Execute investment statement reconciliations, analysis, and reporting
- Develop and maintain job procedures along with identifying process improvements
- Responsible for back-up support for other finance team members as designated
- All 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 follow confidentiality and internal controls related to all UWM financial procedures
- Ability to communicate with colleagues in a professional manner, respond to common inquiries from colleagues and problem solve issues in a timely manner
- Ability to understand and implement GAAP compliance and IRS regulations
- Ability to write new process and procedures as necessary
- Strong Microsoft Excel and Word skills
- Knowledge of accounting principles and practices and financial reporting
- Knowledge of local, state and federal laws regarding accounting, finances and taxation
- Working knowledge of accounting software and proficient in Microsoft Office Suite
- Experience working with CRM systems
- Passion for the mission of United Way of the Midlands
- Outstanding interpersonal and listening skills
- Commitment to diversity, equity and inclusion
- Thrive in a dynamic environment and ability to work on various projects simultaneously, requiring strong organizational and time management skills
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality

Supervisory Responsibilities:

This position may have supervisory responsibilities

Education and/or Experience:

- Bachelor's degree from four-year College in Business/Accounting/Finance
- 5-7 years related experience in finance and accounting; nonprofit experience preferred
- CPA or MBA preferred

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 20 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
- Employee Assistance Program
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

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.