

**ROLE DESCRIPTION**

<b>Position Title: Jr Staff Accountant</b>	
<b>Reports to:</b> Director of Finance	
<b>Location:</b> Pikes Peak United Way - Main Office	<b>Division:</b> Finance
<b>Classification:</b> Part Time- 20-30 hours a week	<b>Supervises:</b> N/A

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS**

- Produce PPUW Invoices for outside parties. Verify the accuracy of invoices and other accounting documents and records
- Update and maintain accounting ledgers, journals, and other financial business transactions- i.e. accounts payable, expenses, disbursements
- Compile data and prepare reports
- Reconciles GL accounts and bank accounts.
- Variance analysis
- General office duties like filing, copying, scanning.
- Must possess knowledge and understanding of GAAP
- Create Trial Balance and Financial Statements
- Gift Processing as needed
- Maintain Daily Revenue file
- Provide Backup to Payroll as needed

**JOB QUALIFICATIONS:**

- Must have competency in Microsoft applications including Excel, Word, Outlook
- Organizational, verbal, and written communications skills a must
- Have attention to detail and ability to multitask
- Effective public speaking skills
- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Professional demeanor and appearance
- 5 years' experience and/or an associate's degree in Accounting required

**ENVIROMENTAL FACTORS:**

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

To Apply please submit Resume and Cover letter to [Kim@ppunitedway.org](mailto:Kim@ppunitedway.org)