



JOB POSTING

POSTING DATE: October 24, 2016
POSITION: Senior Accountant
HOURS AVAILABLE: Monday through Friday: 8:00 a.m. – 4:30 p.m.; Full-Time, 40 hours
PAY RATE: \$21.00 - \$24.00 per hour

POSITION SUMMARY:

The Senior Accountant ensures integrity of accounting information by recording, verifying, and entering transactions. This position is responsible for administering and continually enhancing all aspects of the accounting function for efficiency including uploading payroll into the accounting system, month-end close, and financial reporting. This position strives to fulfill the mission of United Way of Connecticut (UWC) at all times while at work.

QUALIFICATIONS AND SKILLS REQUIRED:

- Bachelor's degree in accounting plus one year's experience in an accounting department (preferred), or Associate's degree in Accounting plus three years' experience in an accounting department required.
- Proficiency with computerized accounting systems required.
- Proficiency with Microsoft Office applications required.
- High level of proficiency in Microsoft Excel required.
- High level of attention to detail for accurate recording and processing of data required.
- Strong orientation toward improving efficiency and productivity desirable.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Strong customer focus in all tasks and activities, even while under pressure.
- Solid problem solving skills.
- Ability to work and produce in a team environment.
- Ability to relate well with people from diverse groups.
- Ability to perform job with integrity and values consistent with the UWC Mission.

ESSENTIAL FUNCTIONS:

- Provides technical expertise for systems within the Finance Department including imports and exports to and from the accounting and fixed asset systems, and special projects as assigned.
- Recommends and develops enhancements to current accounting processes and systems to improve efficiency and control.
- Sets up newly-acquired software to prepare for execution in the Finance Department.
- Reviews bi-weekly payroll upload for irregularities and resolves payroll errors with HRIS Analyst and Payroll Administrator, ensuring data quality before entering into the accounting system.
- Processes monthly journal entries utilizing system input functions.
- Performs bank account reconciliations and related journal entries.
- Performs monthly general ledger reconciliations and researches and resolves any discrepancies.
- Serves as backup to Accounts Payable Coordinator and performs monthly A/P uploads.
- Responsible for inventory database, coordinates purchases and disposals of equipment and performs annual physical inventory.

TO APPLY:

Submit resume and cover letter explaining how you qualify
via email to recruitment@ctunitedway.org.

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER:

November 23, 2016

As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067.

Any questions may be referred to Recruitment@ctunitedway.org.

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.

Male/Female/Disability/Veteran

www.ctunitedway.org.

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users.

If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.