



JOB POSTING

POSTING DATE: November 15, 2017
POSITION: Senior Accountant
HOURS AVAILABLE: Monday through Friday: 8:00 a.m. – 4:30 p.m.; Full-Time, 40 hours
PAY RATE: \$53,400 annually

POSITION SUMMARY:

United Way of Connecticut partners with the State of Connecticut, local United Ways, and community agencies to empower people to achieve progress by providing them access to the knowledge, tools, and support that they need. We carry out our service mission in four ways: 1) Connecting people to services; 2) Early childhood development and education; 3) Responding to emergencies, and; 4) Supporting strategies for strong communities through collaboration, leadership, and advocacy.

We are looking for a smart and collaborative **Senior Accountant** to join our Finance team which is committed to the highest standards of integrity and accountability to support the mission of United Way of Connecticut (UWC). This position provides the **opportunity to work with all levels of management** and **interacts with all programs**.

Flexible paid time off to support work life balance, an outright 8% 401(k) contribution, and significant health reimbursement account are included in the generous benefits package.

Essential Functions:

- Serves as the general ledger gatekeeper for accurate and consistent coding for all entries into the accounting system.
- Serves as backup to Accounts Payable Coordinator and performs monthly A/P uploads.
- Processes monthly journal entries utilizing system input functions.
- 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.
- Performs bank account reconciliations and related journal entries.
- Coordinates fulfillment of procurement requirements.
- Recommends and develops enhancements to current accounting processes and systems to improve efficiency and control.
- Performs quarterly general ledger reconciliations and researches and resolves any discrepancies.
- Assists with preparation for annual independent audit and IRS Form 990.
- Provides technical expertise for systems within the Finance Department including imports and exports to and from the accounting system.
- Responsible for inventory database and valuation, coordinates purchases and disposals of equipment and performs annual physical inventory.

Other Functions:

- Leads special projects.
- Supports program leaders with financial and budgetary reports
- Liaison with State and/or Federal program administrators on assigned grants
- Performs periodic internal audits in various finance areas.
- Performs other duties as assigned.

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.
- High level of proficiency in Microsoft Excel required.
- High level of attention to detail for accurate recording and processing of data required.
- Proficiency with Microsoft Office applications required.
- Solid time-management and self-management skills
- Solid written and verbal communication, listening, organization and priority setting skills.
- Solid problem solving skills.
- Strong orientation toward improving efficiency and productivity desirable.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Strong customer focus in all tasks and activities, even while under pressure.
- 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.

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:

December 14, 2017

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.