

Job Posting

United Way of Southeastern Connecticut is currently seeking a **Finance Associate** to join our team at United Way of Southeastern Connecticut.

The Finance Associate will be responsible for performing various clerical functions in the Finance department. Duties include: process pledges, count and deposit funds, prepare Accounts Receivable invoices & billing statement, prepare & process Accounts Payable, order supplies, maintain records of all transactions, etc. Position maintains professional business relationships with staff, donors, vendors, designation agencies and outside contacts.

Applicant must be articulate, self-motivated and independent. Knowledge of accounting and administrative office activities normally acquired through completion of high school; three years of related experience with the ability to handle multiple tasks in a fast-paced environment. Intermediate-level knowledge of MS Office applications, particularly Word and Excel. Ability to work with diverse groups and be a part of a team. High degree of professionalism, flexibility and initiative.

Interested candidates should submit a resume and cover letter by January 7, 2019 via email to: liz.chase@uwsect.org

*United Way is an equal opportunity employer
committed to diversity in the work place.*

Full job description available upon request.

This position is an hourly non- exempt union position.