



Finance Assistant & Bookkeeper (32 hours/week)

United Way of Bucks County is seeking a full-time (32 hours per week) Finance Assistant & Bookkeeper to join our dedicated team.

As a vital member of our finance department, you will collaborate closely with the Director of Finance & Administration to ensure the smooth operation of our financial processes.

Your responsibilities will include managing accounts payable and receivable, assisting with month-end close procedures, and supporting the preparation of annual budgets and audits.

Additionally, you will play a crucial role in maintaining the integrity of our donor data by accurately importing gift information into our CRM system and assisting with gift acknowledgments.

If you are a detail-oriented individual with strong organizational skills and a passion for supporting our mission, we encourage you to apply and become a part of our dynamic team.

Job Responsibilities

Accounts Payable:

- Manage vendor list in accounting software to ensure payment details and remittance information are current.
- Enter bills accurately and on time, adhering to departmental procedures.
- Process invoices promptly to ensure they are consistently paid on time.

Accounts Receivable:

- Collect and accurately record payments from donors, sponsors, and others.
- Assist in creating reports and balance sheets that document overall profits and losses.

Month End Close:

- Prepare monthly bank reconciliations for all bank accounts for review and approval by the Director of Finance & Administration.
- Process transactions and perform basic accounting duties, such as account maintenance, recording entries, and reconciling accounts as assigned.

Annual Budget, Annual Audit & 990:

- Assist the Director of Finance & Administration in preparing the annual budget by pulling reports to support revenue and expense estimates based on current funding and costs.
- Help the Director of Finance & Administration pull support documentation for auditors, including copies of invoices, receipts, and GL schedules for various accounts.



Gift and Donor Data Entry:

- Manage the import of gift and donor information into CRM, ensuring accuracy and resolving any issues promptly.
- Maintain a comprehensive list of monthly payments received and ensure proper recording of gift designations.
- Prepare import files for all payments and maintain an import file guide for reference.
- Merge duplicate accounts in the database and update donor information as needed.
- Research donor history and provide information to relevant staff members as requested.

Donor Acknowledgements:

- Work with Resource Development, Finance, and CEO to ensure timely gift acknowledgment for all donations.
- Handle the preparation and mailing of routine donor acknowledgments.
- Run data mining operations (DMOs) to pull lists of donors and compile acknowledgment letters.
- Update acknowledgment letter templates in collaboration with Marketing to reflect any changes or appeals.

Required Skills and Education:

- Bachelor's degree in accounting, finance, or a related field *or* equivalent work experience.
- Proven experience in accounts payable, accounts receivable, and general accounting practices.
- Strong Excel skills are required.
- Proficiency in accounting software and CRM systems.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to communicate effectively and collaborate with team members.
- Knowledge of nonprofit accounting principles and regulations preferred.
- Prior experience in budget preparation, audit support, and donor management preferred.

What we offer:

- Competitive pay (starting range for this position is \$32,000 - \$37,000).
- Extremely generous benefits. We fully cover the cost of your health insurance premiums, including medical, dental, and vision, as well as reimburse portions of medical co-pays and deductibles, plus 401k match.
- Generous PTO, 12 paid holidays, and flextime.
- Flexible, hybrid schedule. You will work 32 hours a week, including 2 days in the office (hours flexible).
- Supportive team that wants to see you succeed.
- Ongoing training, education, and professional development opportunities.

Why you will love working with us:

- We are passionately committed to our mission – and treating every person with respect and dignity.
- We live our co-created team values of collaboration, openness, accountability, and continuous improvement.
- You will be trusted, challenged, empowered, appreciated, and can grow with us.



If this job is right for you, please submit the following:

1. Resume detailing your relevant experience and qualifications.
2. Cover letter explaining your experience and interest in this particular position. You **MUST** include these items to be considered. We review cover letters. If you do not include one, you will not be considered for this job even if you are awesome.

United Way of Bucks County is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences.

Please be aware that United Way of Bucks County requires employees to be vaccinated for COVID-19. This position will require the successful candidate to obtain or show proof of a vaccination.