



Job Title: Finance and Administrative Assistant

Position Reports to: Interim President & CEO

Work Schedule: 20 hours per week (4 days per week at 5 hours per day)

Classification: Part-Time, non-exempt, flexible hours

Salary: \$24.50 - \$26.50 per hour

Summary: The Finance and Administrative Assistant is responsible for payroll processing, pledge processing, A/R receipts, A/P invoices and other related accounting/administrative tasks.

Essential Functions:

- Prepare and process daily cash deposits.
- Input campaign pledge payments to Andar360 (CRM system).
- Process and update campaign pledges via Andar360.
- Maintain the data integrity of Andar360.
- Review invoices for appropriate documentation, coding, and approval. Enter invoices into the accounting system or payroll system.
- Prepare, process, and distribute bi-weekly payroll and benefit reporting in a timely manner.
- Assist Interim President & CEO in preparing and maintaining employee files for payroll, benefit administration, compliance, and confidentiality.
- Assist Interim President & CEO in development and execution of new employees such as job descriptions, postings, background checks, orientation programs, and welcome packet.
- Prepare journal entries and enter them into the accounting system in a timely manner.
- Order office supplies.
- Sort and distribute incoming mail.
- Filing as needed.
- Provide administrative assistance to other departments as needed.
- Assist and support the day-to-day functions of United Way of Greater Plymouth County.

QUALIFICATIONS AND SKILLS:

- Must have strong work ethics.
- Must be well organized and an initiative-taker.
- Detail oriented, professional attitude, reliable.
- Proficient in Microsoft Office applications and Quickbooks software.
- Knowledge of database management a plus.
- Possess strong organizational and time management skills.



UNITED WAY

Greater Plymouth County

- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to communicate effectively verbally and in writing.
- Ability to interact with employees and vendors in a professional manner.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Confidentiality

Education and Experience:

- 2+ years payroll/accounting work experience required.
- High school diploma required, college courses in accounting preferred.
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures.

Physical Demands:

- Able to lift to 30 lbs.
- Moving tables or chairs to set up presentations or activities.
- Carrying boxes of supplies or fliers for programs

Other Requirements:

- Maintain a valid driver's license and access to a registered vehicle.
- Attend required meetings.

Candidates should email resume and cover letter to finance@uwqpc.org.

Please list subject as Finance & Admin Asst.

Review of applications will begin immediately and continue until the position is filled.