



Kishwaukee United Way

KISHWAUKEE UNITED WAY POSITION DESCRIPTION

JOB TITLE: Finance Assistant

JOB SUMMARY

The Finance Assistant is responsible for fiscal administrative support of the Executive Director and the Board of Directors. Primary duties include bookkeeping, account management, and record keeping for Kishwaukee United Way (KUW) programs and initiatives. Occasional duties may include administrative and project support, as assigned. This person reports to the Executive Director and provides support to staff members and volunteers. Hours are expected to average 5 hours per week.

EDUCATION & EXPERIENCE

- Strong knowledge and experience in the processing of Accounts Receivable/Payable.
- Working knowledge of office skills, keyboarding and computer applications such as Windows 97 or higher, Microsoft Word, Excel and QuickBooks (QB).
- High school diploma required; certificate or associates degree from college or technical school preferred; 3-6 months related experience/training or equivalent combination of education and experience acceptable.
- Excellent oral and written communication skills, and good phone etiquette.
- Ability to work well with staff and volunteers.
- Ability to manage tasks concurrently and produce professional results.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assure the maintenance of all Kishwaukee United Way fiscal records. Handle payables, receivables, deposits, reconciliation of bank accounts, and postings to appropriate software. Prepare and process employee payroll, tax and IRA information, and agency designations & allocations. Coordinate with Executive Director on the interface of entries between QB accounts DT2K donor software.
2. Assist in retrieving, opening, and sorting incoming mail. Assist with processing and data entry of campaign and event revenues into QB, and running requisite reports.
3. Monitor multiple bank accounts, PayPal and Square accounts, and pay bills per Executive Director and Board approval.
4. Assist Executive Director with preparation of materials required for annual organizational audit.
5. Assist with year-end tax letters and donor recognition communications.
6. Assist KUW staff in maintaining and keeping timely records in donor and event databases.

OCCASIONAL DUTIES

1. Serve as occasional receptionist for Kishwaukee United Way. Assist in filing and backroom operations.
2. Assist KUW staff in preparation of correspondence, special event materials, and project collateral.

EXPECTATIONS

Maintain a professional, positive image of Kishwaukee United Way to the public at all times, promoting positive relationships between the office and its stakeholders. Maintain confidentiality and act with integrity and high ethical standards.