

When I grow up starts today.



United Way of Greater Stark County seeks to add a proficient Grant Accountant who will support the work of the United Way of Greater Stark County, Inc., a nonprofit committed to building our community's capacity to alleviate the impact of poverty and empowering families to unleash their potential. The grant accountant is responsible for maintaining financial procedures and supporting the finance department by reconciling banking and investment statements, maintaining grant tracking schedules, balancing the ledger for monthly end reporting, processing accounts payable. Duties include supporting our mission and culture by actively exercising our five core values; 1) Can-do-attitude; 2) Be a Team Player, 3) Open to Change, 4) Humbly Confident and 5) Respect Human Potential.

Located in downtown Canton and with more than one hundred years of service to Stark County, United Way of Greater Stark County has proven its commitment to the community by collaborating with key leaders to ensure the vital needs of the neighborhoods are addressed. Our inclusive culture focuses on teamwork, innovation, and continuous learning where personal and professional development of each team member is encouraged. We also know the importance of having fun and celebrating our accomplishments and life in general.

ESSENTIAL FUNCTIONS

1. Processes all purchase requisitions for proper coding and approval.
2. Convert approved purchase requisitions into purchase orders using Sage Intacct ERP.
3. Process vendor payment requests reviewing for proper coding and approvals.
4. Process quarterly designated payments to funded partners.
5. Maintain and track office supplies and place monthly office supply orders.
6. Maintain Amazon business account and COSTCO account as administrator.
7. Responsible for preparing journal entry, recording, and processing all credit card transactions and payments.
8. Maintains and reconciles monthly bill payment tracking sheet for open invoices.
9. Reconcile monthly general ledger and subsidiary accounts and related journal entries.
10. Maintains and reconciles monthly grant tracking and MOU payment and distributes monthly reporting.
11. Establish, maintain and assign grant/class codes within Sage Intacct.
12. Prepare and reconcile monthly allocations for processing.
13. Prepare and reconcile emergency assistance invoicing for processing.
14. Prepare and reconcile monthly donor-designated payables and related journal entries.
15. Prepare related audit schedules for year-end external auditors.
16. Identifies vendors requiring 1099's and process annual 1096/1099 information reporting.
17. Back-up to accounts receivable manager for pledge and cash receipt processing. Will timely record, process and journal entry pledges, reconciling between CRM and accounting software.
18. Maintain accounting and reporting for special projects and events as assigned to support financial objectives.
19. Maintain high level of confidentiality regarding all UWGSC business.
20. Accounting should be orderly, accurate, complete, and all deadlines are met timely.

COMPETENCES

- Must be able to multitask, successfully performing multiple tasks in a timely manner.
- Must be detail oriented and able to work independently in a team environment.
- Must have excellent communication and interpersonal skills.
- Must be able to think critically, identify errors, and perform math routinely.
- Must be able to sit for extended periods of time.
- Must be able to adhere to a daily schedule and be at work on-time for standard work shift.

ADDITIONAL REQUIREMENTS, SKILLS, & ABILITIES

- Thorough appreciation and acceptance of, and commitment to diversity, equity and inclusion initiatives.
- Communicate and implement new concepts and ideas that advance organizational effectiveness.
- Demonstrate strong leadership skills and characteristics in-line with our core values.
- Must be a quick learner, open to new tasks and thrive in a changing environment.
- Possess dependable transportation, a valid driver's license and insured motor vehicle.
- Willing to travel/drive regularly within Stark and Carroll counties.
- Ability to lift and carry 25 pounds.
- All other duties as assigned.

EDUCATION/EXPERIENCE

- A bachelor's degree in accounting, preferred.
- One to three years of accounting experience
- Detailed knowledge of GAAP and financial reporting experience.
- Must have three years' increasing responsible relatable work experience.
- Demonstrated skills in finance, journal entries, monthly closing and financial reporting.
- Demonstrated ability to work with accounting software and ERP system.
- Demonstrated computer literacy in general usage and Microsoft Office (Excel, Word, Outlook), Adobe and software applications.
- Demonstrated ability to use 10-Key by touch, preferred.

SALARY

- \$42,000 - \$47,000 per year

BENEFITS:

Flexible schedule, hybrid work schedule, paid time off, medical, dental, vision, life insurance, 403(B), paid holidays, workplace wellness.

Resumes should be submitted to hr@uwstark.org by August 2, 2024

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

