

BOOKKEEPER (PART-TIME)

Department: Finance & Administration
Reports to: Vice President of Finance & Administration

ORGANIZATIONAL OVERVIEW

United Way of Erie County (United Way) is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed, and ALL families thrive.

At United Way, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

POSITION SUMMARY

The ***Part-Time Bookkeeper*** reports to the Vice President of Finance & Administration and fulfills a pivotal support role for the finance and administration department. They must work as an integral member of United Way's team to ensure achievement of organizational goals; maintaining accurate financial records, ensuring compliance with accounting principles and supporting the overall financial health of the company.

This individual is responsible for a variety of accounting tasks, including data entry, month end support, and account reconciliation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ESSENTIAL FUNCTIONS

- Complete Monthly Balance sheet and credit card reconciliation
- Prepare invoices for processing by accounts payable
- Enter financial data into accounting software and ensure accuracy and completeness
- Provide support during internal and external audits
- Support controller in the month end process as needed

SALARY RANGE

- \$15-\$20 per hour
- 20 hours per week (approximate)

REQUIRED EDUCATION

- Associate or bachelor's degree in accounting, finance or related field preferred
- Meaningful experience will be considered in lieu of degree(s)

REQUIRED SKILLS

- Excellent attention to detail and quality of work
- Ability to work independently as well as being a committed team player
- Excellent organizational skills
- Demonstrable computer skills with advanced familiarity with Microsoft Excel, Word, and database/data entry skills. Currently using Microsoft Office 365.
- Flexible, self-motivated, possesses a pleasant, helpful personality and must enjoy dealing with people
- Ability to multi-task, perform multi-faceted projects in addition to normal activities
- Ability to exercise discretion, and confidentiality
- Prior relevant experience preferred

PHYSICAL REQUIREMENTS

- Ability to use office equipment
- Access to reliable transportation

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting
- Remote work is not available for this position