

UNITED WAY OF CENTRAL NEW MEXICO GENERAL LEDGER ACCOUNTANT JOB POSTING

Job Title: General Ledger Accountant
Exempt: Yes
Salary Classification: Level II

Department: Finance
Reports to: CFO
Status: Full-Time

SUMMARY:

As part of the finance team, the General Ledger accountant is responsible for maintaining & reconciling the accounts receivable ledger and all the associated revenue accounts for all open campaign years. Additional responsibilities include pledge loss control, the design & implementation of cash handling protocols and implementation of United Way protocols with regards to stock donations. The General Ledger Accountant has primary responsibility for maintenance of the accounting records.

ESSENTIAL FUNCTIONS:

- **Pledge processing** - Update MIP general ledger on a weekly basis and reconcile with Enterprise.
 - Reconcile Cash Receipts with the Bank Statement by the 15th of the month.
 - Process and post Credit Card payments as per the schedule requested by the donor.
 - Code and deposit all non-AR cash receipts.
 - Monitor potential Pledge Loss issues and contact the appropriate individuals concerning non-payment.
 - Report monthly to Management on the top 50 company campaigns, ADT pledge fulfillment, & Campaign-wide pledge loss trends.
 - Create & disseminate pledge reminders for all individual, employee and corporate donors who request billings.
 - Obtain & record the IRS-approved valuation for all stock transfers.
 - Prepare and disseminate all tax acknowledgement letters for donors in accordance with IRS guidelines.
 - Assist the external audit team with their inquiries and procedures relating to Accounts Receivable & Cash and the general ledger.
 - Suggest & implement ways to improve the pledge batch entry and release process.
 - Participate in Enterprise training sessions for loaned executives, UWCNM staff, data entry employees & Bank of America staff.
 - Create & process pledge envelopes for any pledge activity not run directly through Campaign including Direct Mail, pledges reported by other United Ways, and companies that use Charities Funds Transfer as their payment agent.

- Work with the appropriate development officer to resolve any campaign envelope errors or discrepancies.
 - Inform the leadership team of all stock transfers & update donor gift tab with all pertinent stock information.
 - Inform the Donor Specialist of all payments posted to ADT donor accounts.
- **Monthly Financial Statements-** Prepare the monthly financials statements in accordance with GAAP. Oversee the preparation of monthly reconciliations and participate in the most challenging items.
 - **Finance Committee-**Serve as alternate staff member of volunteer finance committee when CFO is unavailable.
 - **Banking & Cash Flow-** In coordination with the CFO, manage cash flow needs of the organization and manage banking relationships.
 - **Investments-** Oversee the accounting for investments in order to maximize return and maintain adequate cash flow according to investment policy. Work with investment subcommittee to periodically review investment and policy.
 - **Internal Controls-** Maintain and periodically reassess existing internal controls and adjust as needed based on changing business practices and needs.
 - **Internal Reporting-** Supply reports as scheduled or as needed to managers to aid in decision making.
- **ADDITIONAL RESPONSIBILITIES:**
 - **Insurance** – Assists in assessing insurance needs and working with broker to ensure the timeliness of insurance renewal for general liability, workers compensation, and Directors and Officers insurance.
 - **Other duties as assigned.**

MINIMUM REQUIREMENTS [EDUCATION]:

Bachelors’ degree or equivalent required.

MINIMUM REQUIREMENTS [EXPERIENCE]:

Five years’ experience in non-profit finance. Experience with Abila MIP software. Must be able to meet deadlines and be flexible. Requires the ability to work in a fast-paced environment with a high level of organizational skills and interpersonal skills.

PHYSICAL REQUIREMENTS:

Must possess a valid New Mexico driver’s license. Must be able to lift a minimum of 30 pounds.

To apply, please submit a cover letter and resume to applicant@uwcnm.org. Thank you for your interest!