

UNITED WAY OF THE MIDLANDS
POSITION DESCRIPTION
Last Revised: 8/26/21

Position Title: Accounting Technician/Accounts Payable

Department: Accounting/Finance

Supervisor: Staff Accountant

Position Status: Part-Time Position

Job Classification: Non-Exempt

In compliance with the Fair Labor Standards Act, this position is classified as a non-exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

POSITION SUMMARY

Responsible for the accurate and timely payments of United Way of the Midlands (UWM) and Community Partners of the Midlands, LLC (CPM) payables. This includes accounts payable for UWM and CPM, allocations and designations for UWM, and other payments as needed. Responsible for overseeing the AP Processing system (Anybill). Excellent customer service skills are required to promptly respond to inquiries regarding accounts payable.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review invoices and check requests for UWM and CPM making sure they agree, and proper approvals are included in Anybill.
- Verify that accurate coding and entry of invoices for UWM and CPM, allocations, designations, and other payments for UWM into Anybill.
- Set up new vendors as needed in MIP and Anybill.
- Maintain UWM vendor ACH and other information in accounting software and Anybill as needed.
- Ensure timely payment of all invoices for UWM and CPM.
- Upload grant and designation payments into Anybill on monthly and quarterly basis.
- Import Invoices and checks from Anybill to MIP on weekly basis.
- Regularly follow up on outstanding checks and returned ACH transfers UWM and CPM. Ensure proper steps are taken in the accounting software to resolve outstanding checks (void, reissue, etc.)
- Maintain orderly files of all accounts payable, allocations and designation records, for UWM and CPM.

- Maintain vendor codes in StratusLive and MIP software for UWM and CPM.
- Work with donors, vendors, and other staff as needed to resolve questions, problems or concerns with regards to any of the above functions for UWM and CPM. Respond promptly to all emails and voice messages.
- Performs special analysis, special reports, and any other tasks assigned by the supervisor

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES

Required Qualifications

- Experience in accounting, finance or related business activities.
- Proficiency in Microsoft Excel, Word and related applications.

Preferred Qualifications

- Undergraduate degree
- Familiarity with MIP accounting software and StratusLive campaign management software.
- Experience in a similar position or in a United Way organization.

ADDITIONAL INFORMATION

N/A

Qualified applicants should apply at applicant@uway.org.