

United Way of Washington County

Job Description

POSITION TITLE: Office & Data Administrator (nonexempt)

ACCOUNTABILITY: Reports to CEO

Position Description:

Individual coordinates office procedures and activities with bookkeeper and financial preparer. Ensures the correct, accurate and timely accounting classification and proper documentation on expenditures. Conducts pledge processing/data entry and overall maintenance of the financial records.

Responsibilities:

- **Office coordination.** Execute office procedures, routines, and filing systems. Open and close office. Manage organizational calendar. Manage office supplies and purchases. Manage lease processes.
- **Databases.** Manage databases by entering new information and updating existing records.
- **Data entry.** Input all pledges and direct donations with high level of accuracy.
- **Accounts receivables and payables.** Process monthly credit card donations/payments. Manage the collections efforts by reviewing balance due. Process PayPal/Stripe and 3rd party vendor donations monthly. Create donor reports. Generate invoices. Process payments. Generate and mail monthly billing statements to companies and individuals.
- **Agency allocations.** Process the disbursement of quarterly funding to partner agencies, strategic partnerships and initiative funding and ensure reconciliation with accounting records.
- **Designations.** Generate and process the disbursement of quarterly designations and payments.
- **Financial reporting.** Collect information needed for accountant to prepare monthly financials for Executive and Board meetings. Assist with providing information for organizational budget. Maintain insurance coverage. Adhere to United Way Worldwide requirements, including annual reporting. Manage and compile with all registration, certification and renewals in a timely manner.
- **Internal controls.** Adhere to internal accounting controls systems to protect the physical and financial assets of UWWC. Adhere to separation of duties plan.
- **Office files.** Maintain and organize office files, both physical and electronic, ensuring easy retrieval of documents.
- **IT activities.** Coordinate work order activity with IT vendor.
- **Audit and taxation.** Collect and support information needed for annual audit by independent audit firm. Coordinate and oversee the preparation and timely filing of all state and federal documents including IRS receipts.
- **Clerical support.** Serve as first point of contact with answering phones and coordinate coverage. Respond to email and manage correspondence. Coordinate office supplies inventory and place orders as necessary.
- **Vendors.** Manage relationships. Prepare assessments and quotes.
- **Executive Support.** Assist CEO with various tasks.
- Other duties as assigned by the CEO.

Preferred Experience and Qualifications:

- Proven experience in an administrative or data entry role or similar.
- Proficiency in data entry and strong clerical skills.
- Highly organized and able to simultaneously manage and prioritize multiple tasks.
- Strong interpersonal skills and problem-solving experience.
- Experience with accounting and a customer relationship database.
- Experience with MS Office, including Word, Excel and Power Point.
- Ability to work independently as well as part of a team.