

## **Fund Accountant and Financial Reporting Specialist**

**Location:** Marshall, MN 562258

**Job Type:** This is a regular part-time position working up to 25 hours per week. Minimal weekend and evening hours are required.

**Pay range:** \$20-\$25 per hour.

### **About Us:**

United Way of Southwest Minnesota (UWSWMN) is an autonomous, local organization working to create lasting change in people's lives and the communities we serve in Lincoln, Lyon, Murray, Yellow Medicine, and portions of Cottonwood, Lac qui Parle, Nobles, and Redwood counties of Minnesota.

### **Position Overview:**

We are seeking a detail-oriented and experienced Fund Accountant and Financial Reporting Specialist to join our team. This is an in-office position requiring regular attendance to ensure accurate financial management and reporting for our organization. As a member of the UWSWMN staff, you will also be expected to perform other duties as assigned to support UWSWMN's mission, vision, and strategic plan objectives. The ideal candidate will have a strong background in fund accounting, bookkeeping, and financial reporting.

**The responsibilities for this role include, but are not limited to, the following:**

### **Fund Accounting and Financial Reporting:**

- Perform bookkeeping tasks as required, including preparation of deposits.
- Handle accounts receivable, including balancing with Donation Tracker records, preparing and mailing billing statements, monitoring and tracking lagging accounts, and collecting payments/pledges.
- Handle verification, reconciliation, and payment of all invoices received.
- Assist with the preparation of the annual budget and annual report.

### **Campaign Management:**

- Track all campaign donations/pledges, receivables, and payments using Donation Tracker software.
- Assist with campaign planning and campaign material preparation, including workplace ambassador packets and business drive volunteer packets.
- Prepare letters and pledge forms for campaign mailings.
- Prepare campaign reports and overall campaign analysis.

- Coordinate campaign audits as needed.
- Coordinate volunteer auditor at the end of the campaign year.
- Complete pledge processing and prepare thank you letters/tax receipts as needed.
- Assist with reviewing local newspapers for changes in business and donator information.
- Assist with special events and organize events-related materials, including, but not limited to, Power of the Purse, Beer Pairing Dinner, and other events.

**Board of Directors and Committees:**

- Assist with board and committee meetings as necessary.
- Assist with maintaining adequate corporate records, policies, and other essential documents as needed.
- Attend board meetings and record minutes as needed.
- Assist with organizing and setting up meetings as requested.

**Work Environment:**

- This is an in-office position requiring regular attendance.
- Occasional evening or weekend work may be required to meet deadlines, or to assist with meetings and events.

**Qualifications:**

- Background in Accounting, Finance, or related field.
- Proven experience in fund accounting and financial reporting.
- Proficiency in QuickBooks and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational skills.
- Ability to work independently and as part of a team.

**Benefits:**

- Competitive salary
- Paid time off and sick leave

**How to Apply:** <https://www.unitedwayswmn.org/we-are-hiring>