

# United Way of San Antonio and Bexar County

## Job Description



United Way of San Antonio  
and Bexar County

<b>TITLE:</b>	Staff Accountant II		
<b>DEPARTMENT:</b>	Management and Administration	<b>GRADE:</b>	21
<b>IMMEDIATE SUPERVISOR:</b>	Vice President, Accounting	<b>EXEMPTION STATUS:</b>	Exempt
<b>DATE POSTED-INTERNAL:</b>	5/2/2023	<b>EXPIRES:</b>	6/9/2023
<b>DATE POSTED-EXTERNAL:</b>	5/9/2023	<b>JOB LOCATION:</b>	San Antonio, TX
<b>SALARY RANGE:</b>	\$50,000-\$60,000	<b>RELOCATION ALLOWANCE:</b>	No
<b>WORK MODALITY:</b>	Onsite	<b>EMPLOYEE CLASSIFICATION:</b>	Individual Contributor

### ABOUT US

United Way of San Antonio and Bexar County unites the community to identify and solve our most critical issues. We are dedicated to improving people's lives and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes and investing in programs that prevent problems from happening in the first place for those in need. Improving quality of life and advancing the greater good involves focusing in four impact areas: preparing children for kindergarten; empowering students to graduate and reach their full potential; helping individuals and families become self-sufficient; providing a safety net of services for those in crisis.

### JOB SUMMARY

Support the accounting department by performing clerical accounting functions such as journal entry preparation, general ledger reconciliations, preparation of monthly financial statements for Board of Directors and committee meetings, payroll preparation backup, and any other support functions as assigned by the CFO or Vice President of Accounting.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Prepare and post monthly general ledger journal entries.
- Prepare investments roll forward and all monthly investments general ledger journal entries.
- Prepare monthly grants payroll allocations.
- Prepare monthly financial statements/reports for Board/Committee meetings.
- Reconcile budgeted revenue and expenses to actual monthly.
- Assist the Vice President of Accounting with the annual audit.
- Serve as backup for the payroll preparation process.
- Serve as backup for reconciling monthly benefit information.
- Assist with the preparation and issuance of 1099s and other tax documents.
- Other Duties as assigned by the CFO or Vice President of Accounting.

### EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Accounting, Finance, or other related field of study required.
- Three to seven years of experience with business operations or accounting/finance functions.

### KNOWLEDGE, SKILLS & ABILITIES INFORMATION

- Proficient in Microsoft Office Suite
- Professional demeanor
- Excellent verbal and written communication skills
- Team player
- Attention to detail in a multitasking environment.
- Experience with MIP accounting software
- Experience in working with confidential payroll and benefits information.

## UNITED WAY COMPETENCIES

**Core Competencies (all United Way Professionals):**

Mission Focused, Relationship Oriented, Collaborator, Results Driven, Brand Steward

**Leadership Roles Competencies (building on Core Competencies): (check for People Leaders)**

Talent Management & People Development, Business Acumen & Strategic Direction, Operational Planning & Execution, Outward Turning

**Senior/Functional Level Leadership (C-Suite and SVPs): (check for Senior Leaders)**

Strategic Community Collaboration, Deep Community Expertise, Product Development and Implementation, Donor Influence, Volunteer Engagement, Advocacy and Public Policy

## BENEFITS

- Employer-subsidized healthcare plan with employer-funded HRA offered.
- Group dental, vision, life insurance and other insurance products available.
- Paid holidays, personal and sick leave time.
- 403(b) retirement plan with employer matching available.

## WORK ENVIRONMENT

- Normal nonprofit office environment with little exposure to dust, noise and extreme temperatures.
- Extended work on personal computing equipment, telephone, multi-functioning printer and calculator.
- Monday-Friday, 8:15 am to 4:45 pm work week with occasional evening hours.

## PHYSICAL DEMANDS

- Sedentary work on a PC; sitting for extended periods of time, routinely.
- Movement within the office and during external meeting and events, regularly.
- Bends, stoops and twists, occasionally.
- Exerts up to 25 lbs. of force, occasionally.
- Facilitates, presents and collaboratively interacts with others, routinely.
- Perform repetitive tasks, i.e., typing and texting, routinely.

*The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.*

## APPLY

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact [uwjobs@unitedwaysatx.org](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*United Way of San Antonio and Bexar County is committed to the full inclusion of all qualified individuals. As part of this commitment, UWSA will ensure that persons with disabilities are provided reasonable accommodations if reasonable accommodation is needed to participate in the job application, interview process, or to perform essential job functions, and/or to receive other benefits and privileges of employment.*

**INTERNAL USE ONLY**

EFFECTIVE DATE OF JOB GRADE:            May 1, 2023

EFFECTIVE DATE THIS REVISION:            May 1, 2023

<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES SIGNATURE:</b>		<b>DATE:</b>	