



**Job Title:** Senior Accountant  
**Department:** Finance  
**Supervisor:** Senior Director, Finance  
**FLSA Status:** Full-time, Exempt  
**Approved Date:** August 2023

**UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.**

**UWM Guiding Principles:**

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

With a 100-year heritage of helping others, United Way of the Midlands (UWM) has evolved to meet the ever-changing needs in our community. We invest in more than 100 local nonprofit agencies and provide direct services, such as 211 and JAG Nebraska, to address social and economic disparities and meet community members' essential needs. As needs have continually evolved over the years, we have focused resources and expanded the network of organizations we support – while also mobilizing people and resources in times of economic crisis, health emergencies, and natural disasters.

The Senior Accountant is responsible for the daily accounting functions and monthly close process of the United Way of the Midlands.

**Duties and Responsibilities:**

- Execute general ledger account reconciliations, journal entries, and account analysis related to the completion of month-end processing, ensuring proper internal controls execution and GAAP compliance.
- Oversee and manage all accounts payable functions.
- Manage quarterly designation payout process and special narrow payouts as required.
- Review A/R campaign envelopes, including ACH/credit card transactions and UWM events, for accuracy prior to posting to the CRM database.
- Responsible for various balance sheet account reconciliations and bank reconciliations. Ability to analyze and research any discrepancies.
- Understand and perform complex accounting and financial analysis.
- Prepare monthly internal and departmental financial statements; perform related reviews for accuracy and variance analysis.
- Play a key role in the month-end close process.
- Ability to assist with departmental budget preparation including variance analysis and financial forecasting.
- Assist with the preparation of work papers and assembly of materials needed for financial audits.
- Assist the finance department with special projects as needed.
- Develop and maintain job procedures along with identifying process improvements.
- Responsible for back-up support for other finance team members as designated.
- All other duties as assigned.

**Required Skills and Abilities:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or scheduled form
- Ability to follow confidentiality and internal controls related to all UWM financial procedures
- Ability to communicate with colleagues in a professional manner, respond to common inquiries from colleagues, and problem-solve issues in a timely manner
- Ability to understand and implement GAAP compliance and IRS regulations
- Ability to write new processes and procedures as necessary
- Strong Microsoft Excel and Word skills
- Knowledge of accounting principles and practices and financial reporting
- Knowledge of local, state and federal laws regarding accounting, finances and taxation
- Working knowledge of accounting software and proficient in Microsoft Office Suite
- Experience working with CRM systems
- Passion for the mission of United Way of the Midlands
- Outstanding interpersonal and listening skills
- Commitment to diversity, equity and inclusion
- Thrive in a dynamic environment and ability to work on various projects simultaneously, requiring strong organizational and time management skills
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality

**Supervisory Responsibilities:**

This position may have supervisory responsibilities.

**Education and/or Experience:**

- Bachelor's degree from a four-year College in Business/Accounting/Finance
- 5-7 years related experience in finance and accounting; nonprofit experience preferred
- CPA or MBA preferred

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Regularly reach with hands and arms and talk or hear
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
- Must occasionally lift and/or move up to 20 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

**Benefits:**

- Shared health, dental, and vision insurance
- Generous 401(k) Retirement plan
- Paid holidays, vacation and sick time
- Employer-paid life and disability insurance
- Professional development assistance and tuition reimbursement

**How to Apply:**

Please submit your cover letter and resume to [resume@UWMidlands.org](mailto:resume@UWMidlands.org)

*United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*