



**Organization:** United Way of the Midlands  
**Job Title:** Accounting/Administrative Specialist  
**Department:** Finance  
**FLSA Status:** Part-time, Non-Exempt  
**Location:** Omaha, NE (onsite)

**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 Accounting/Administrative Specialist position will be responsible for accurately receipting checks and ACHs into United Way of the Midlands' proprietary donor management system. In addition, this position has a strong administrative component and will provide general administrative assistance to several different departments within the organization. This position will be 20-25 hours per week, Monday-Friday.

**Duties and Responsibilities:**

**Accounting-**

- Perform accounting and clerical functions related to Accounts Receivable, ensuring proper internal control procedures are implemented, accurate G/L coding and tasks are completed according to the timeline indicated in the Accounts Receivable monthly task calendar.
- Cross-train and serve as backup for Accounts Payable team as needed.
- Work with Donor Engagement, Marketing, Operations and external agencies to ensure accurate payment allocation and reporting for all cash receipts and ACH receipts as needed.
- Receive and enter checks (and ACH receipts as needed) into Andar donor management system.
- Research, track, and resolve accounting discrepancies related to campaign and event receivables.
- Assist in preparation of monthly bank reconciliations.
- Provide the finance department with daily check computations through the use of Excel.
- Assist with audit preparation, and assembly of materials needed for audit testing.
- Assist Finance Department with special projects and other duties as assigned.
- Assist with preparation and mailing/emailing of monthly tax-deductible receipts for all donors according to the AR task calendar.
- Prepare and mail monthly pledge statements according to the AR task calendar.
- Generate campaign and fundraising invoices.
- Prepare quarterly fee revenue billing statements for 211 Helpline & Court Referral Programming.
- Scan closed envelopes to shared drive and deposit in banker's boxes for shipment to storage facility.

- Generate and maintain monthly accounting calendar for Finance Department
- In conjunction with senior staff, generate written standard operating procedures for the Finance Department

**Administrative-**

- Drop off mail at post office daily.
- Maintain and update demographic information in ANDAR on donors; following policy and procedure guidelines (obituary and change reporting).
- Conduct routine inventories and purchases general office supplies for the organization such as kitchen supplies and paper products. Ensures the supply closet is equipped with all necessary supplies.
- Other duties as required.

**Required Skills and Abilities:**

1. Must be organized with strong attention to detail
2. Self-starter with a drive to improve processes and procedures
3. Must be resourceful and adaptable. Ability to track down information that may not be readily available and consistently pursue answers from individuals or organizations that may be hard to reach.
4. Ability to interpret a variety of instructions furnished in written or verbal form.
5. Ability to communicate with colleagues in a professional manner and a willingness to identify and resolve conflicts quickly.
6. Ability to respond to common inquiries from colleagues and problem solve issues in a timely manner.
7. Must be willing to ask questions if unsure of next steps and follow up consistently until a solution is identified/implemented.
8. Must be comfortable documenting (via written instructions or screen recordings) new processes and procedures as necessary to provide detailed instructions to others.
9. Must be familiar with Microsoft Excel and Word.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Education Requirements**

Associate's degree or equivalent from two-year College in Business/Accounting; and one to three years related experience and/or training.

**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 10 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 vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

**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.