



United Way
of Amarillo & Canyon

POSITION DESCRIPTION

Position Title: Senior Director of Finance

Salary Range: Commensurate with Experience

Category: Accounting/Full-Time

Status: Non-profit

Location: Amarillo, Texas

Reports to: President & CEO

Work Schedule: 8:30 am- 4:30 pm Monday – Friday; must be available to work early mornings, late evenings, and weekends, as needed. **Travel Required:** Local travel in the service area; some travel to State and Regional meetings.

POSITION OVERVIEW

Responsible for all functions of the daily operations of the Accounting Department. Responsible for all functions of the daily facility operations of United Way. Also responsible for the overall financial support for the United Way staff and volunteers

ESSENTIAL DUTIES

- Maintain and ensure the accountability of the campaign, all revenue, expenditures, accounts receivable, allocations, payroll, and general ledger journals of United Way
- Review payables, billings, and deposits of United Way, including daily entry of campaign receivables
- Review and assist with all payroll functions
- Prepare reports of the accounting system, including financial statements, payroll reports, budget reports, and campaign reports as required by law and the Executive Board
- Perform fiscal agent responsibilities and prepare monthly billings for United Way grants
- Account for and report investment activities of United Way funds
- Prepare and monitor the annual budget
- Coordinate internal activities for the annual audit
- Coordinate internal activities for the annual 990 filing
- Control the risk of United Way and make recommendations to the Executive Board regarding insurance and liability
- Oversees benefits (life and health insurance, Workman's Comp, etc.)
- Support the Board Treasurer by communicating issues, responding to requests, and reporting financial operations and activities, in a timely manner
- Create accurate, appropriate financial analysis tools to share with the President/CEO, Board Treasurer, and Executive Board



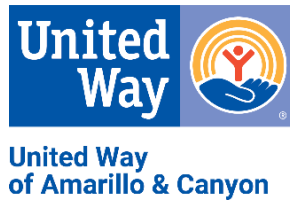
- Be able to use donor software (Andar 360)
- Work closely with the President/CEO, all Directors, and other staff to provide efficient and effective workflow throughout the office
- Conduct operations effectively and efficiently and promote a cooperative spirit within the United Way of Amarillo & Canyon
- Attends meetings, United Way events, and community events as needed
- Organizes filing and retention of records
- Provide backup support for front desk reception when needed
- Other duties as assigned
- May be required to travel

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- CPA and/or bookkeeping experience preferred
- Proficient in data entry, specific experience with ANDAR 360 preferred
- Proficient in word processing, spreadsheets, accurate typing, and ten key by touch, strong skills preferred
- Ability to evaluate and interpret financial data and other information and make independent decisions using strong analytical, logical, and problem-solving skills
- Competent in reviewing and proofing alphanumeric materials for appearance and accuracy
- Requires strong written, verbal, and interpersonal skills both within the organization and in the public
- Must serve as an effective spokesperson, and be familiar with and support the goals of the organization in general
- Ability to cope with and remain calm under stress
- Must maintain professionalism and respect the confidentiality of the donor's personal information
- Must maintain a good working relationship with donors, volunteers, and employees of United Way
- Demonstrates a high level of organizational skills
- Very detail-oriented and can make details effectively and accurately
- Manage multiple tasks efficiently and effectively
- Ability to take initiative whether working alone or with a team
- Ability to work independently with minimal supervision considering time constraints
- Manage multiple tasks in a high-energy, deadline-driven environment
- Follow-through to completion of assigned projects/tasks
- Must have a valid Driver's License.

PHYSICAL DEMANDS

The environment for this position is an open office that is mostly clean and comfortable and may include driving a personal vehicle approximately **10%** of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.



The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **50** pounds), driving, seeing (such as close, color, and peripheral vision, depth perception, and adjusted focus), sitting, pulling, walking, standing, and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, copy, and fax machines, adding machine (calculator), computer terminal, personal computer, and related printers.

The incumbent in this position must be able to accommodate reading documents or instruments, detailed work, problem-solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties, and skills required of personnel so classified.

To apply, please email your cover letter and resume to Adriana@uwamarillocanyon.org.