



## **Accounting & Operations Coordinator**

### **About Us:**

United Way of Addison County (UWAC) is a small but mighty nonprofit dedicated to mobilizing the caring power of our community to improve lives. We work collaboratively to address the root causes of our county's most pressing challenges, from access to health and education to financial stability and basic needs. We believe in the power of community and welcome team members who are dedicated to making a positive impact.

### **Purpose of Position:**

We are seeking a highly organized and personable Accounting & Operations Coordinator to join our team. This full-time role is ideal for someone who enjoys a variety of tasks, from behind-the-scenes bookkeeping and data entry to being the friendly face that greets guests and answers the phone. This position provides essential administrative and development support throughout the organization, playing a key role in ensuring a smooth and welcoming office environment.

### **Duties and Responsibilities:**

#### **Administrative & Office Support**

- Serve as the first point of contact for visitors, phone calls, and general inquiries
- Manage incoming and outgoing mail
- Maintain office supplies and equipment
- Provide general administrative support to staff and board, including scheduling and document preparation

#### **Bookkeeping & Donation Management**

##### **Accounts Payable:**

- Process vendor invoices, verify accuracy, and ensure timely payment
- Maintain organized records of purchase orders, invoices, and payment transactions
- Ensure all expenses are coded accurately and aligned with budget allocations

#### Accounts Receivable:

- Manage invoicing and tracking of grant and contract receivables across the organization
- Track receivables, monitor aging, and follow up on overdue payments
- Record donations and pledges in donor customer relationship management database (Network for Good), working closely with the Director of Finance and Director of Development & Marketing to ensure accuracy
- Reconcile donor receivable balances and provide regular updates to the Director of Finance and the Development & Marketing Director

#### Compliance, Reporting, and General Accounting Support:

- Assist in preparing month-end and year-end closing processes, including journal entries and account reconciliations as needed
- Assist in preparing financial reports for audits and grants compliance
- Maintain financial records in compliance with generally accepted accounting principles (GAAP)

#### Development & Outreach Support

- Assist with the preparation and logistics for mailings, events, and campaigns
- Maintain donor records and assist with donor communications, including generating thank-you letters and tax receipts for all contributions
- Support the Development & Marketing Director in Board stewardship efforts
- Support events and community outreach efforts as needed

#### Team Support

- Provide flexible support for other projects as needed—because in a small nonprofit, everyone pitches in!

#### Qualifications:

- 1-3 years in accounts payable, accounts receivable, or general accounting preferred
- Proficiency with QuickBooks, Excel, and Google Workspace preferred
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills
- Ability to work independently and as part of a small team
- Experience with donor databases (we use Network for Good) or willingness to learn
- Commitment to the mission and values of United Way of Addison County

#### Compensation & Benefits:

We know that people do their best work when they feel valued and supported, and we strive to make that a reality at UWAC. This is a full-time, hourly position with a salary range of \$21 to \$25 per hour, depending on experience and qualifications.

In addition to a competitive wage, we offer:

- 4 weeks Combined Time Off (CTO) for the first 2 years, 5 weeks every year after
- 11 annual paid holidays
- Remote Fridays (and flexible remote days as needed)
- 2 paid Volunteer Days/year
- Simple IRA defined contribution plan with a dollar for dollar match up to three percent of an employee's annual compensation
- \$800/month employer contribution towards one of seven available MVP healthcare plans
- Access to optional employee-paid vision and dental insurance
- Short- and long-term disability insurance
- Family & Medical Leave Insurance
- A highly discounted membership to Middlebury Fitness
- Opportunities for professional development
- A supportive, mission-driven team that values collaboration, kindness, and good humor

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