



Our dynamic team awaits you! *Are you* ready to join us?

United Way of Cascade County (UWCC) is a local nonprofit organization that brings individuals and groups together in a community wide effort to help others. Together, we fight for the health, education, and financial stability of every person in Cascade County. We work with hundreds of individuals and organizations that share a collective vision for what is possible when we Unite our efforts. To drive positive change, UWCC evaluates our community's diverse needs, mobilizes the caring power of the community, and directs resources to the areas that will have the most positive impact.

UWCC is seeking to increase our positive community impact by adding a dynamic **Fiscal Program Manager (FPM)** to our team. Your spectrum of responsibility will be bookkeeping, data entry, and administrative and logistical support. In your crucial role, you will be responsible for effectively managing, tracking, and reporting financial and constituent information to advance the mission of UWCC. As the Fiscal Program Manager, you will be an integral part of our commitment to excellent customer service by facilitating information sharing between and among staff, volunteers, and donors.

As the FPM you will be responsible for performing the fiscal functions of UWCC in accordance with accepted accounting principles (GAAP), and in accordance with fiscal management techniques and practices established by UWCC. Responsibilities will also include establishing and following financial policies, procedures, controls, and reporting systems and ensuring legal and regulatory compliance for all accounting and reporting functions. The FPM will track all sources of income.

This position is a regular fulltime, non-exempt position that reports to our Chief Development Officer (CDO). Your outstanding compensation package will consist of an annual salary of \$36,000 - \$40,000, commensurate with experience, with full benefits of medical, dental, vision, paid time-off, job related mileage reimbursement, and an employer contribution into your Simplified Employee Pension Plan at one-year of employment.

Below are the details of what your empowered responsibilities will include. Our team is dedicated, fun, and successful! Won't you join us? To apply, please email your resume and cover letter to trace@uwccmt.org. She looks forward to connecting with you!

Major Responsibilities - Fiscal Duties

- Demonstrate excellent working knowledge of QuickBooks and general accounting practices.
- Responsible for all QuickBooks accounting functions including maintaining general ledger, preparation of monthly financial statements, processing accounts payable, processing accounts receivable, and creating financial reports for President and Board of Directors.
- Process and disburse all financial payments including but not limited to accounts payable, agency allocations and agency designations. Collect ACH/anti-terrorism certifications as needed.
- Serve as liaison to and provide support for the UWCC Finance Committee.
- Serve as liaison and coordinate communications with financial institutions. Arrange banking activity.
- Manage all activities involving UWCC's annual audit and preparation of IRS Form 990; support external independent auditors as needed.
- Query reports from Raiser's Edge NXT for analysis and campaign strategizing. Enter donor and agency campaign data accurately.
- Accurately and timely record gifts, pledges, and payments, adjust transactions, update, and add constituents and contact information from a variety of sources using a variety of interfaces and processes. Process tax receipt letters for donors. Analyze pledge receivables at least quarterly.
- Oversee annual insurance renewal process to ensure appropriate insurance coverage.
- Manage and ensure payroll, employee benefits and regulatory/compliance systems are in place and automated as much as possible.
- Disbursement of grants and designations.

Data Management

- Demonstrate or will acquire excellent working knowledge of Raiser's Edge NXT (donor management software) to fully utilize capabilities enhancing donor relationships and cultivation.
- Work with CDO, staff, and volunteers to ensure accurate fundraising data input and effective reporting utilizing donor management software.
- Utilize Microsoft Word for timely and appropriate donor acknowledgement and recognition.

Administrative and Organizational Support to the Chief Development Officer

- Provide historical reference by developing and utilizing filing and retrieval systems.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing professional networks.
- Provide logistic support for the CDO as it relates to fundraising activities not limited to events, mailings, purchasing, etc.
- Utilize Raiser's Edge NXT to enter data and create donor profiles.
- Manage internal and external meeting logistics to include location, meals, room setup and takedown.
- Other duties as assigned by the Chief Development Officer.

Organizational Assistance

- Assist the President, Chief Development Officer, Community Impact Coordinator, and Marketing Director with office duties such as document processing, copying, filing, preparation of mailing, and event management.

Other

- Attend organization and program meetings and trainings including staff meetings, staff trainings, and staff retreats.
- Adhere to UWCC policies and procedures as provided to you.
- Keep all activities in line with our core values and contribute to the positive culture of UWCC.
- Demonstrate exceptional knowledge of basic office technology and work with technology vendors to keep staff and volunteers working effectively.
- Record and publish monthly board of director exec and regular meeting notes.
- Manage incoming and out-going mail and answer main phone line. Direct inquiries as needed and provide accurate information to those needing assistance.
- Monitor and maintain office supplies. Handle any necessary office equipment service issues/calls and copy count reporting.
- Lead contact with building management for general maintenance, repairs, and other pertinent communications.

Qualifications

- Understand and demonstrate commitment to the mission, vision, and direction of UWCC.
- Graduation from at least a two-year degree program in accounting. Minimum of two years of prior experience in general ledger, accounts payable, accounts receivable, and budgeting.
- Nonprofit and/or for-profit grant management experience strongly preferred.
- Tech savvy with a working knowledge of Microsoft 365, QuickBooks, and database management. Ability to learn other applications including donor management software.
- QuickBooks certification preferred.

Qualifications, continued

- Advanced math skills and strong knowledge of accounting principles and standard accounting processes. Proficiency in preparing and interpreting financial reports.
- High degree of discretion dealing with confidential information.
- Able to take initiative, create and execute strategies, demonstrate leadership, and consistently produce high-quality work.
- Flexible to change; proven ability to manage multiple high-priority projects and deadlines without compromising quality.
- Ability to work respectfully and inclusively with a diverse population and multiple stakeholders.
- Commitment to continual learning and improvement.
- Ability to work cooperatively and flexibly as part of a team. Drivers' license and reliable vehicle, or equivalent ability to easily travel within Cascade County . Reimbursement of mileage at the IRS standard mileage rate will be available.
- Strong interpersonal and communication skills.
- Ability to work independently as needed.
- Demonstrated ability to communicate quickly and effectively with high level of both oral and written expression with discretion, tact, and diplomacy.
- Ability to shift seamlessly between high level tasks and ground floor needs such as communicating with volunteers and donors, picking up food for meetings/events, resetting conference spaces, etc.
- Advanced typing skills of 60+ words per minute.
- Superior people skills required to work with diverse parties including major donors, staff, service staff, vendors, volunteers.
- Excellent problem-solving skills, and ability to think critically.
- Strong multitasking skills and attention to detail.
- Must demonstrate a professional manner and positive can-do attitude.

The **Fiscal Program Manager** position is dynamic and for a person who has a commitment to professional growth and quality personal performance while also demonstrating the ability to function effectively as a member of a team of staff and volunteers.

To apply, please submit your cover letter with your resume to Trace Richburg, trace@uwccmt.org.