



Grant & Financial Accountant (Part-Time)

The United Way of Buffalo & Erie County is seeking a Grant & Financial Accountant. The Grant & Financial Accountant is responsible for providing analysis and oversight of the budget and actual expenses for our operating and grant programs. This position will perform cost analysis, forecasting, and data review aimed at decision support in maintaining accurate general ledger, grant, donor, and agency record keeping. The overall goal of this function is to assist cost center and grant managers in remaining fiscally sound. This position reports to the Controller.

Responsibilities:

- Reviews the financial information of all cost centers.
- Provides analysis of the budget and actual expenses for the operating fund and grant programs, and research all budget related inquiries.
- Assists with the reconciliation of grant financial records with general ledger and assists with preparation and analysis of month end reports for finance, grant managers, and grantors.
- Serves as liaison with grant administrators and program directors to ensure appropriate grant accounting, as well as quality reporting and internal customer service.
- Expert in the use of all 3 primary internal data systems to extract and analyze data needed in management's decision making process.
- Assists in the review of the books of record, accounts, subsidiary journals, and other support documents.
- Assists in the preparation, coordination, and conduct of the annual audits.
- Prepares documentation for all standard, general, and adjusting journal entries.
- Assists in the support and recordkeeping duties UWBECC may supply in support of other community agencies and programs.
- Assists in the development of procedures and systems for use in financial control, and to ensure availability of data for analysis.
- Assists with timely and accurate periodic and year-end financial reports for all funds.
- Participates in building wide activities such as Day of Caring, etc.
- Attends organizational, departmental and committee meetings as directed.
- Visibly demonstrates UW Values of service, integrity, collaboration, accountability and innovation.
- Performs general office duties such as typing, filing, data entry, etc.
- Performs other duties as assigned, depending on workload.

Education, Skills, Knowledge, Experience:

- Bachelor's degree in Accounting, or Associate degree with five years related experience.
- Knowledge of Generally Accepted Accounting Principles.
- Experience managing projects and deadlines
- Ability to manage multiple projects and deadlines.
- Experience with staff management.
- Strong customer relationship skills.
- PC proficiency- knowledge and expertise.
- Demonstrated ability to work in a cross functional team environment.
- Sound judgment, discretion and commitment to maintaining confidentiality.

Contact Information:

For consideration please email your resume to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager.

United Way of Buffalo & Erie County has a commitment to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWBECC encourages people of diverse backgrounds and experiences to apply for this position.