



## **United Ways of Texas Director of Finance and Administration**

### **Job Description**

United Ways of Texas seeks a highly motivated professional to serve as the Director of Finance and Administration. This position requires a highly motivated individual with excellent organizational skills and can work well in a remote environment. Additionally, this position requires an individual with drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; has excellent communication skills, and, is focused on achieving results. The Director of Finance and Administration reports directly to the President/CEO.

### **Essential Functions**

- Prepares financial statements
- Reconciles bank statements and general ledger accounts, ensures accuracy and timely resolution of issues
- Uses Quickbooks and accounting principles to prepare reports
- Budget planning and development
- Cash flow analysis and forecast
- Makes recommendations related to financial trends, economic and public sector forecasts
- Verifies payroll and 401k reports and makes necessary bank transfers
- Prepares monthly invoices and payments, verifies accuracy
- Uses accounting principles, ensures revenue allocation balances with statements
- Interacts frequently with staff and management to provide information or reports or to receive directive or clarification on assigned duties
- Prepares 1099 reporting
- Enters invoices for payment (receiving) and checks reports after data entry
- Prepares standard journal entries and enters adjustments as needed for monthly financials
- Responds to payment inquiries, requests, statements and processes correspondence
- Updates and maintains vendor files, ensuring correct and complete W-9 documentation
- Follows financials policies and procedures as outlined by the organization and board of directors
- Handles human resource related issues
- Keep insurance, benefits, and other enrollment benefits up to date
- Prepares audit related documents and works directly with auditors to completion
- Performs other related duties incidental to the work described herein.

Salaried full-time position at \$75,000 - \$80,000 with excellent benefits, including employer paid medical, dental, and vision. This position will report directly to the CEO. Preferred start date of February 15, 2024 or earlier.

### **Qualifications**

Required: Bachelor's degree in business, accounting, or related field; knowledge of financial reporting systems; understanding of accounting practices; strong analytical/critical thinking skills; self-starter; 5+ years of professional experience; able to exercise independent judgment and work efficiently with minimal supervision; exceptional written and verbal communication skills; highly organized; detail-oriented; proficient in MS Office and Quickbooks online.

Preferred: knowledge of nonprofit business; statewide organization experience.

### **About United Ways of Texas**

United Ways of Texas is the voluntary state association of Texas United Ways. With nearly 65 United Way members statewide, the association works to represent the public policy interests of our members, provide members education opportunities and lead statewide initiatives designed to improve Texas communities.

### **Application Instructions**

Please submit resumes with cover letter to United Ways of Texas at [info@uwtxas.org](mailto:info@uwtxas.org). Equal Opportunity Employer.