Position Description
Accounts Payable Associate
Full Time, Non-Exempt

Job Summary
This position processes and maintains financial and accounting records relating to accounts payable, accounts receivable, and purchasing. This is a full-time, non-exempt position reporting to the Vice President of Finance/CFO.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 13 paid holidays, and opportunities for educational and professional development. For more information about our organization, see www.unitedwaytucson.org.

Salary range: $19.23/hr. - $21.00/hr. ($40,000 - $43,680)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable and Accounts Receivable
- Review submitted invoices, bills, expense reports, etc. to ensure they are accurate and properly approved and enter them into the accounting program for weekly check runs.
- Process payouts and other payments to agencies from various sources and multiple checking accounts on various payment schedules.
- Retrieve donor payouts from donor database for import into accounting program and prepare and mail out payout checks in an accurate and timely manner.
- Verify expenses to all vendors, code to proper accounts, and prepare checks for signature.
- Prepare and code deposits and scan checks directly to the bank for deposit.
- Reconcile monthly vendor statements to accounting records as applicable.

Purchasing
- Monitor requests for expenditures (POs), ensuring pre-assigned numbers are carried forward and that the forms have been completed fully and correctly.
- Keep company credit card(s) secure and assist employees with making credit card purchases.
- Download credit card transactions, reconcile, code, and then import transactions into accounting software in a timely manner and on a monthly basis.

Cash Handling
- Participate in campaign and other events where the handling of cash transactions is anticipated and immediately following events, reconcile cash receipts to ensure that all payments have been accounted for and collected.
- Process credit card transactions from donors in a secure, accurate, and timely manner.
Administrative Functions
• Pick up, process and distribute all incoming mail and meter and mail out all outgoing mail for the Organization.
• Prepare the filing of financial records relating to accounts payable; assist with preparation of records for audit.
• Perform duties in accordance with UWTSA policies and procedures such as, but not limited to, attending staff meetings, completing accurate and timely timesheets and expense reports and covering for other administrative support staff as assigned.

Customer Relationship Management
• Provide excellent customer service as a component of all job duties.
• Ensure requests for information from staff, vendors, donors, volunteers, and other stakeholders are responded to in a positive and timely manner.
• Coordinate incoming requests for information to others in the organization in a friendly and timely manner.
• Train new hires on common Finance procedures, including processes for purchase orders, expense reimbursements, and other business expense related policies.

Other Duties as Assigned

Minimum Qualifications, Knowledge, Skills, and Abilities:
• Associate degree and two years of accounts payable or bookkeeping experience including maintaining general ledgers and performing accurate 10-key data entry.
• Demonstrated excellent written/verbal communication skills, including clear, concise, and accurate written documents, grammar, and spelling.
• Demonstrated customer service, problem solving, time management, and organizational skills.
• Demonstrated skills using Windows-based software, including internet browsers, e-mail, word processing, spreadsheets, and database software. Skills using current Microsoft Office Suite strongly preferred.
• Demonstrated ability to establish and maintain effective working relationships with all levels of staff as well as diverse vendors, volunteers, donors, community partners, and other constituents.
• Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational protocols.
• Demonstrated ability to maintain a flexible work schedule and adjust it as required by changing activities.
• Must possess a current and valid Arizona Driver’s License and provide proof of auto insurance.
• Ability to maintain composure under high-volume conditions.
• Ability to occasionally lift up to 25 lbs. when necessary.

POLICY STATEMENT
The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.