



United Way of Tucson  
and Southern Arizona

## United Way of Tucson and Southern Arizona Position Description

**Accounts Payable**  
**Full Time, FLSA Non-Exempt**

**November, 2020**

### **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.

**SALARY RANGE: \$16.00 TO \$17.30 per hour**

### **RESPONSIBILITIES**

#### **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-related expense policies

#### **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 to be included in the check run
- Process allocations 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
- Prepare and track miscellaneous billings for sponsorships, tenant payments, etc.
- 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 [including required signatures and vendor selection (where appropriate)]
- Keep company credit card(s), including office supply cards, secure and assist employees with making purchases
- Track purchases and reconcile monthly credit card statements in preparation for payment

#### **Cash Handling**

- Participate in campaign and other events where the handling of cash transactions is anticipated. Immediately following events, reconcile cash receipts to ensure that all payments have been accounted for and collected
- Process credit card transactions from donors in an 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
- Stock office and copier supplies, on a timely basis, so that necessary items are always available for staff to use
- 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

**Other Duties as Assigned****Minimum Qualifications, Knowledge, Skills, and Abilities:**

- Associate's 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 UWTSA 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 protocol
- Demonstrated ability to maintain a flexible work schedule and adjust it as required by changing activities
- Demonstrated ability to travel to work in a variety of locations throughout the metropolitan Tucson area whenever required
- Must have a valid AZ Driver's License, proof of current automobile insurance and daily access to a reliable vehicle. Ability to occasionally lift up to 25 lbs as necessary

Thank you for your interest in this position. Please submit resume and cover letter to:

[jdenigris@unitedwaytucson.org](mailto:jdenigris@unitedwaytucson.org)