



United Way  
of the Tri-Valley Area

## UNITED WAY OF THE TRI-VALLEY AREA

### JOB DESCRIPTION

**POSITION:** Finance and Operations Coordinator

**REPORTS TO:** Director of Operations and Resource Development

**NATURE OF WORK:** The Finance and Operations Coordinator (FOC) supports the fiscal functions for the organization, assures that technology resources, services and support are available, and advises the Director of Operations and Resource Development regarding finance, administrative, Human Resources and technology matters. The FOC is responsible for organizational and campaign accounting, data entry, and technology. The FOC must be a person of the highest integrity and dependability to help maintain the organizational standards of quality, accuracy, and responsiveness.

### **ESSENTIAL FUNCTIONS AND EXPECTED RESULTS:**

#### **Financial:**

- Maintain day-to-day accurate, timely financial records related to cash flow, which includes preparing and making deposits, and various other functions associated to daily record keeping of campaign receipts, designation payments, and campaign billing.
- Implement appropriate controls regarding all financial processes.
- Maintain retention and disposal of all financial records according to GAAP and UWW.
- Reconcile bank statements monthly subject to review by the Treasurer.
- Prepare monthly financial statements in a timely fashion so that the Treasurer can review prior to board and finance committee meetings.
- Ensure timely processing of accounts payable and receivables.
- Assure all accounts receiving funds comply with the Counter Terrorism Act.
- Manage activities to insure an annual independent review/audit.
- Assist the Director of Operations and Resource Development and Treasurer in preparing, maintaining, and revising of the UWTVA annual budget.
- Provide financial documentation for all grant reporting.
- Assist in the development of agenda items with the Director of Operations and Resource Development and Treasurer for Finance Committee.
- Attend and take part in Finance Committee meetings; prepare, maintain, and distribute minutes and other financial reports.



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**Campaign Support:**

- Oversee and maintain campaign software, including data input, pledges made, and received.
- Prepare pledge acknowledgements and work with the Director of Operations and Resource Development and campaign volunteers to assure database information is accurate and up to date.
- Prepare and send invoices in a timely fashion to vendors/contributors.
- Maintain all designation information, including data input, designations processed, and paid.
- Prepare designation acknowledgements to Community Partners, non-partner agencies, and other United Ways.
- Prepare, record, and track fund distributions to include allocation payments, grant payments and other community investments.
- Assist with the preparation of reports as required for submission to United Way Worldwide.

**Technology:**

- Manage and support all office technology to ensure efficient office operations.
- Maintain regular computer backups and updates as appropriate.
- Consult and advise management on optional improvements and appropriate use of all systems, including electronic pledge systems.

**Administration:**

- Check shipments and deliveries against invoices and purchase orders.
- Ensure that all required licensing/insurance and bond renewals take place on a timely basis.
- Develop and maintain positive, effective working relationships with community leaders, volunteers, and staff.

**Community Building and Resource Development:**

- Participate in events and other opportunities that raise the visibility of United Way.
- Serve as ambassador of United Way.
- Assist with other duties of UWTVA as required, including United Way workplace campaigns.



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**MINIMUM QUALIFICATIONS:**

- BA/BS degree or equivalent education/experience. Related experience and training considered.
- Excellent accounting and fiscal management skills; knowledge of nonprofit accounting; strong organizational skills, keen attention to detail and independent initiative to problem solve.
- Ability to balance multiple demands in the face of conflicting priorities.
- Ability to use computers to manage data and compose reports; interpret computer-generated reports and analyze data.
- Must have considerable ingenuity and initiative; excellent oral and written communication skills; and the ability to maintain good interpersonal relationships with co-workers, partner agencies, volunteers, and the public. Preferred computer proficiencies: Microsoft Word, QuickBooks, Excel.

**PHYSICAL REQUIREMENTS:**

- Reaching and manual dexterity are required to write, operate computers, telephone, and office machines.
- Normal visual, hearing, and oral acuity is required to use the telephone frequently and interact with the public.
- Must be able to lift and carry up to 30 lbs. of materials or equipment unassisted.
- Involves prolonged periods of sitting.
- Must be able to transport oneself across service area and to occasional statewide meetings.
- Must be able to balance hectic office pace with multiple demands, many interruptions, and changing priorities.

**DIVERSITY, EQUITY AND INCLUSION:**

UWTVA cares deeply about diversity, equity and inclusion, please read more here.

<https://cdn.branchcms.com/PxXDzgVZo9-948/docs/Diversity-and-Inclusion-Statement-MASTER.pdf>

**POSITION STATUS**

This position is full-time (40 hours), nonexempt.