



Accounts Payable & Payroll Coordinator

United Way of Greater Richmond & Petersburg is seeking qualified applicants with a mission-oriented focus for the role of Accounts Payable & Payroll Coordinator. This position will process accounts payable and payroll in a timely and accurate manner, as well as provide accounting-related assistance to Controller and other United Way staff. Job duties include, but are not limited to, processing accounts payable invoices, bank transfers and/or ACH transactions; processing employee payroll; reconciling monthly credit card activity; preparing monthly bank reconciliations; maintaining organized files; and providing support for annual external audit.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses – to collectively tackle our region’s toughest challenges. United Way of Greater Richmond & Petersburg serves the region’s neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: A minimum of one to three years of experience in accounts payable and payroll required. Must have strong organizational skills, as well as the ability to manage multiple priorities, meet scheduled deadlines, and maintain confidentiality. Must have proficient computer skills, including Microsoft Office (Excel, Word, Outlook); experience with Microsoft Dynamics or similar accounting ERP preferred. Must have effective interpersonal skills, as well as excellent communication and customer service skills. High school diploma required. Bachelor’s degree in Accounting or related field preferred.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230

Fax: (804) 775-6476

Email: jobs@yourunitedway.org

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