



Accountant

United Way of Greater Richmond & Petersburg is seeking qualified applicants with a mission-oriented focus for the role of Accountant. The purpose of the Accountant position is to administer primary financial functions of the organization, including financial statement preparation and analysis, general ledger maintenance, reconciliations, and the annual financial statement and pension audit processes. Job duties include, but are not limited to, preparing monthly financial statements; managing general ledger for grant funds received and spent; providing ongoing cash flow analysis; filing Form 990, Form 5500, and other related documents; and ensuring appropriate automation and efficiencies.

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: Must have strong organizational skills, as well as the ability to manage multiple priorities, meet scheduled deadlines, and maintain confidentiality. Experience preparing and maintaining budgets. Strong background/knowledge of accounting software and Microsoft Office (Excel, Word, Outlook); experience with Microsoft Dynamics or similar accounting ERP preferred; working knowledge of database software is a plus. Effective interpersonal skills, as well as excellent communication and customer service skills. Bachelor's degree from accredited four-year college or university and minimum of six years related experience or equivalent combination of education and experience required. CPA Certification, as well as experience working in human services 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
EOE