



EnergyShare Assistant

United Way of Greater Richmond & Petersburg is seeking a detail-oriented professional with a passion for serving others to assist in administration of the EnergyShare program. Job duties include receiving and reviewing authorizations from intake agencies for accuracy and proper backup documentation; entering authorizations into database and uploading to accounting system; proofing batches from accounting system prior to release for payment; communicating with intake agencies to gather information or to answer questions; acting as a liaison between intake agencies and utility companies; managing onsite and offsite file maintenance; providing back-up support to reconcile payments monthly to ensure that agencies spend within their allotted amounts and to ensure that reports sent to agencies for reconciliation are accurate and timely; and working with Dominion Energy, as needed, on special projects.

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: Ideal candidate will be detail-oriented and will have strong Access, Excel, Word, Outlook, and data entry skills; ability to manage multiple priorities and meet scheduled deadlines; ability to maintain confidentiality; excellent customer service skills; effective interpersonal skills; excellent communications skills, both verbal and written; and ability to work with employees of various levels within the organization and people from diverse backgrounds. Accounts payable experience strongly preferred. High school diploma or equivalent required.

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