



Bookkeeper

United Way of Greater Richmond & Petersburg is seeking a mission-driven accounting professional for the role of Bookkeeper. This position will ensure A/P invoices are accurately coded and properly approved; prepare and issue UWGRP checks, ACHs, and bank transfers; file, organize, and maintain A/P files onsite and offsite; research and resolve outstanding checks that are 90 days or older; prepare and issue EnergyShare checks, ACHs, and bank transfers; manage and oversee corporate credit card process, issue cards, and process changes to account holders; reconcile monthly credit card statement to individual account holder activity and process entry in general ledger; assist with general ledger maintenance including chart of account updates, subledger reconciliations, and preparation of journal entries; assist with and/or complete monthly reconciliations manually and/or electronically; provide support and assistance to external auditors for annual audit including financial schedules and other documentation; provide assistance and process requests from staff with organizational programs and initiatives.

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 bookkeeping 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, and ability to maintain confidentiality. High school diploma or equivalent required. Associate or 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

Email: jobs@yourunitedway.org

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