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## **UNITED WAY OF WESTCHESTER AND PUTNAM, INC.**

### **Job Description**

**Position:** Finance and Operations Manager  
**Reports to:** Chief Financial Officer  
**Category:** Full time, exempt  
**Location:** White Plains, NY

#### **The Organization:**

At the United Way we believe that **WE ARE STRONGER TOGETHER** and that it is only by being **UNITED** that we can change the world for the better.

In Westchester and Putnam more than 40 percent of households are living in poverty or paycheck to paycheck, what we call ALICE (Asset Limited, Income Constrained, Employed). These are often hardworking families struggling to make ends meet and provide a better life for their children. But for these families, when funds run short, they are forced to make impossible choices between childcare or paying the rent... filling a prescription or fixing a car. They are our preschool teachers, home health aides and retail salespeople – workers essential to keeping all our communities and economies humming, yet who struggle to pay their own basic bills.

We achieve results three ways. Firstly, by investing dollars or essential goods in programs with proven results. Secondly, we also provide direct services to those in crisis (through our 211 Helpline) or supportive educational services to foster self-sufficiency. And finally, we foster collaborations with community stakeholders, leaders, and partners to change the way we look at and solve problems.

We collaborate with hundreds of nonprofit partners and governmental agencies, and our work positively impacts hundreds of thousands of individuals every year.

#### **Position Summary:**

We are seeking a Finance and Operations Manager to join our Finance Team to provide both, accounting, and operation activities. The responsibilities include general ledger, accounts payable, accounts receivable, payroll and human resource activities.

#### **Core Duties and Responsibilities:**

- Oversee Accounts payable function to include vendor set-up, invoice review, and generating vendor checks.
- Manage payroll processing on a semi-monthly basis.
- Complete bank reconciliations and monthly account analysis.
- Prepare journal entries precisely and efficiently.
- Maintain supporting schedules for monthly closing and annual audit.
- Provide financial support to other departments throughout the organization and in the absence of the CFO.
- Improve process efficiencies and document procedures.

**Other Responsibilities (As needed)**

- United Way of Westchester and Putnam is considered an “Essential Crisis Response Business” by New York State. Thus, during times of declared disaster, you may be asked to assist with emergency response duties as necessary.
- Other duties as assigned

**Qualifications:**

- Bachelor’s degree in accounting or finance required.
- 5+ years of relevant finance/accounting experience.
- Nonprofit experienced preferred but not required.
- Payroll and human resource knowledge necessary.
- Advanced Excel skills to include pivot tables.
- Effectively manage multiples assignments in a timely and efficient manner.
- Must be detailed oriented and maintain strong organizational skills.
- Superior analytical and problem-solving abilities.

**Working Conditions/Physical Demands:**

- Position involves occasional work outside of the hours of 9-5 and may involve occasional weekend responsibilities
- Ability to perform physical work, including the ability to lift up to 25 lbs. unaided, is required
- Must possess a valid New York State driver’s license as well as personal vehicle

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External and internal applicants, in addition to any position incumbents who become disabled as defined under the American Disabilities Act (herein referred to as the ADA) must be able to perform the essential job functions as listed herein either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case individual basis.

Statements in this job description are intended to describe the general nature of work being performed and are not in any way to be intended as a complete comprehensive list of all responsibilities, skills required for position and duties.

**Apply:**

Please send cover letter with salary requirements and resume to [rmoore@uwwp.org](mailto:rmoore@uwwp.org) by December 10, 2021. Salary Range: \$65K-\$70K. United Way is an equal opportunity employer.