



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>Job Title: Staff Accountant</b>	<b>Reporting To: Thao Ngo</b>
<b>Department: Finance</b>	<b>Position: Full-time/EXEMPT</b>

**Purpose of Position**

Providing accounting and payroll support for the organization. Assist Director of Accounting in recording business transactions in a timely and accurate manner.

**Key Duties and Responsibilities:**

Month End:

- Complete bank reconciliations for designation account and various other bank accounts
- Prepare monthly journal entries for close process
- Reconcile and prepare monthly lead sheets
- Manage fixed asset register and record activity and depreciation
- Ad hoc analysis

Payroll processing:

- Collaborate with Insperity (our PEO) to process bi-monthly salaried and hourly payroll
- Update payroll changes including onboarding/off-boarding employees in Insperity
- Be the point person for all payroll related questions for the organization
- Maintain personnel files

Other:

- Review Accounts Payable in weekly check processing
- Serve as Accounts Payable backup processor as needed
- Assist in financial and single audit on an annual basis
- Process and track debit cards as need arises
- Respond to various federal/state filings and manage 403b plan notices to participants
- Complete ad hoc organizational requests and special projects
- Other duties as assigned



## **Employment Standards:**

### Skills in:

- Windows Operating system, Microsoft Office software, Advanced Excel
- Analysis of general ledger activity
- Attention to detail

### Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards (FAS)
- Business office procedures
- Accounting Software -Sage 300 ERP Software a plus
- Payroll Software- Insperity premier Software a plus

### Ability to:

- Communicate effectively verbally and in writing
- Operate with a high level of autonomy
- Work with a large and diverse group of people and accomplish results
- Organize, prioritize and meet deadlines
- Maintain confidentiality
- Multi-task

## **Experience:**

Bachelor's degree in Accounting and minimum of three years of accounting experience.

## **Physical Demands:**

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

## **Send Resumes To:**

recruiting@unitedwayoc.org  
Orange County United Way  
18012 Mitchell South, Irvine, CA 92614  
www.unitedwayoc.org