



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: STAFF ACCOUNTANT	Reporting To: SENIOR DIRECTOR, ACCOUNTING
Department: FINANCE	Position: Full-time/EXEMPT

Purpose of Position

The Staff Accountant provides vital payroll and accounting support to the organization. This role ensures accurate and timely payroll processing through our PEO, handles payroll grant job costing, and assists with month-end close and annual audit preparations.

Key Responsibilities

- **Payroll Administration**
 - Processing: Manage bi-monthly payroll for salaried and hourly employees via Insperty (PEO).
 - Data Management: Handle onboarding/offboarding, employee deductions, retirement contributions, and personnel changes.
 - Job Costing: Review timesheets and ensure proper allocation and coding of payroll expenses by grant.
 - Support & Inquiry: Serve as the primary point of contact for payroll questions; maintain strict confidentiality.
- **Month-End Close & General Accounting**
 - Reconciliations: Complete bank reconciliations for various accounts and prepare monthly GL lead sheets.
 - Journal Entries: Generate payroll reports and prepare monthly close journal entries.
 - Asset Management: Maintain the fixed asset register, recording activity and depreciation.
- **Compliance, Audits & Operations**
 - Audit Support: Assist with annual financial, single, and grant audits by providing necessary payroll and GL documentation.
 - Compliance: Manage 403(b) plan notices and respond to federal/state filings.
 - Operational Backup: Perform other duties as assigned.

Job Requirements/Technical Knowledge

- Education: Bachelor's degree in Accounting required.
- Experience: Minimum of 3 years of experience in accounting and/or payroll processing.
- Software: Proficiency with Sage Intacct (or similar ERP), PEO platforms (Insperty preferred), and advanced Excel skills.
- Knowledge: Strong understanding of GAAP, General Ledger principles, and month-end/year-end close processes.
- High attention to detail, strong organizational skills, and strict adherence to confidentiality.
- Ability to work independently, manage multiple priorities, and collaborate with diverse teams.



Compensation

- Commensurate with experience, education, and market, \$72,000- \$82,000. Competitive benefits.

Core Competencies

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Company Standards

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.



Send Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org