



## **INLAND EMPIRE UNITED WAY**

### **Accounts Payable Coordinator**

Inland Empire United Way is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, IEUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. IEUW seeks talented, motivated team members who are passionate about improving our community and who are looking to be part of a dynamic team working to make EPIC changes in the Inland Empire.

#### **Program Description**

Inland Empire United Way is committed to engage the community to improve the lives and futures of those in need by strategically investing in education, health and financial stability. By partnering with a network of local nonprofit organizations, United Way delivers critical services to our community, connects individuals in crisis with needed resources through 211 and increases the power of local charities by providing dedicated volunteers. The Inland Empire United Way's Finance Department provides support for all activities surrounding accounts payable, accounts receivable, financial guidance and tracking and record keeping of funds.

#### **Position Overview**

The Accounts Payable Coordinator is responsible for all invoices, money transactions and vendor payments including, but not limited to, employee expenses and miscellaneous documents surrounding accounts payable. The Accounts Payable Coordinator is responsible for researching and preparing designation and pass-through payments to third party entities. The Accounts Payable Coordinator works alongside the Accounts Receivable Coordinator to enable financial success at IEUW. This full-time, non-exempt position reports to the Director of Finance.

#### **Essential Functions (90%)**

- Record and process accounts payable for general operating expenses and program funding
- Review copy supporting documentation for the designations and pass-thrus
- Account for the petty cash fund
- Assist with managing donor data and acknowledgement processes
- Prepare and maintain financial documentation in a manner consistent with audit requirements
- Aid with annual audit
- Manage invoices, checks, spreadsheets, and reports
- Monitor accounts and invoices for accuracy
- Work with directors, donors and co-workers to fulfill the necessary duties of this position
- Maintain A/P, vendor and product files
- Process A/P payments via ACH-direct deposits
- Process and post funding

- Maintain and monitor IEUW in-house contract files

### **Secondary Functions (10%)**

- Maintain a proper work environment by ensuring all paperwork and data is organized, secured and updated regularly
- Complete necessary filing and administrative work for the department
- Other duties as assigned

### **Qualifications**

- AA/AS degree in business/financial related field preferred; a combination of college education and work experience may be substituted
- Three to five years of experience in full-charge bookkeeping including journal entry preparation, account analysis, trial balance, AR and AP and general office duties
- Capable of maintaining accurate and detailed records
- Strong skills in software applications including Excel and Word
- Knowledge of Sage (MIP) and Donation Tracker software applications desirable
- Excellent verbal and written communication skills
- Must have reliable transportation, a valid California driver's license, proof of minimum required California vehicle liability insurance and a good driving record

### **Physical Requirements**

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 an individual with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee will be required to operate a variety of equipment such as a computer, telephone, copy machine, scanner and fax machine. Sedentary work requires sitting for long periods of time but may require the ability to walk, stand, stoop and squat for various periods. Visual acuity and manual dexterity required for typing and computer use. Must be able to lift/move objects up to 25 lbs.

### **Wage and Benefits**

Starting wage \$17.00/hour. Benefits include vision, dental, medical, life, AD&D and long term disability insurance, 11 paid holidays, accrued vacation and sick-leave.

**If interested, please send resume and cover letter to Brenda Roper at [broper@ieuw.org](mailto:broper@ieuw.org)  
No calls or agents, please.**

*"Inland Empire United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results."*

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