

# Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

## Accountant

Position Posted: 9/19/2025	Application Deadline: 10/10/2025
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- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Organizational Summary

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried-and-true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI has 59 employees and approximately \$35 million in net assets and is dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders, and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive five focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

### Position Summary

United Way of Central Iowa is seeking an accountant with technical accounting skills and attention to detail to work in a collaborative and service-oriented environment. This opportunity can be suitable for an individual with 3-5 years' experience (accountant level) or an individual with five or more years' experience (senior accountant level). Salary and job title will be commensurate with education, technical skills, experience and certification(s) and will range from \$60,000 to \$74,000. Experience with nonprofit organizations a plus.

This position is responsible for the full cycle of accounts payable, payroll and other related processes and assists the Finance team in reporting, variance analysis and budgeting/forecasting. The UWCI accountant ensures financial-related activities and accountabilities are accurate and in transparent and ethical alignment with the organization's Community Impact focus areas of United to Thrive.

We're committed to building an inclusive team; we invite candidates of all backgrounds to apply. This is a full-time position (40 hours per week, Mon-Fri) with a full benefits package and a hybrid work schedule of 3 days in the office and 2 days remote after 90 calendar days of employment.

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More information about UWCi financials can be find out: <https://www.unitedwaydm.org/about/financials-and-documentation>.

## **Essential Accountabilities (include but not limited to):**

- Manage the full cycle of accounts payable, including invoice intake, proper coding, system entry and timely payment. Review all expenditures to ensure they are necessary, reasonable, and have appropriate levels of approval.
- Maintain accurate application of GAAP and UWCi accounting processes; ensure proper documentation and retention of all financial records.
- Contribute to and participate in monthly Finance Team financial reviews, providing insight into variances related to AP, payroll and benefits.
- Assist in establishing and maintaining accounting and internal control policies and procedures; recommend process improvements for efficiency and audit readiness.
- Work collaboratively with UWCi staff to manage corporate credit cards distribution, usage and payments and processing procedures for purchase orders and external and internal requests for payments.
- Provide support and insights during financial and benefit plan audits.
- Contribute to budget development and forecasting.
- Maintain vendor relationships and information as applicable.
- In collaboration with UWCi human resources and a third-party vendor, manage the payroll process for all employees. This includes maintain tracking, journal entries and payments for payroll taxes, employee benefits and 401(k).

## **Competencies Required:**

- **Accurate:** Ability to produce error-free work and consistently meet quality objectives.
- **Analytical Skills:** Ability to develop information and raw data into very meaningful conclusions.
- **Detail Oriented:** Ability to pay meticulous attention to all aspects of a situation or task.
- **Problem Solving:** Ability to recognize courses of action that can be taken to handle problems or potential problems and apply contingency plans to solve those problems.
- **Autonomy:** Ability to work independently and self-directed as necessary.
- **Adaptability:** Ability to adapt to change and workplace conditions.
- **Customer Oriented:** Ability to serve clients (both external and internal) from diverse backgrounds and perspectives by focusing effort on meeting their needs, concerns, and seeking to build trust.
- **Equity Understanding:** Ability to incorporate the organization's equity strategies into areas of accountability.
- **Relationship Building:** Ability to establish and maintain positive and professional relationships with clients and coworkers.
- **Organized:** Ability to be structured and methodical in working skills.
- **Communication Skills – Verbal:** Ability to send tactful and appropriate verbal messages and listen to others' response to convey information.
- **Communication Skills – Written:** Ability to write concise, clear letters, reports, articles or emails including proofing and editing.
- **Time Management:** Ability to effectively use available time for the completion of necessary job tasks.
- **Confidentiality:** Ability to handle sensitive data with discretion.

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## **Education:**

- Bachelor's Degree in Accounting, Finance or related field.

## **Experience:**

- Minimum three to five years' experience in an accounting role.
- Knowledge of Generally Accepted Accounting Principles and general ledger accounting.
- Proven experience in accounts payable preferred
- Proven experience in payroll accounting or similar role preferred
- Experience in MIP, Prophix and Paylocity preferred.
- Strong computer skills to include experience in using Microsoft Windows, Word, Outlook, and Excel.
- Proven success in learning new accounting software computer applications.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.