

Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

Finance Officer

Position Posted: 12/15/2023	Application Deadline: February 5, 2024
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit 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 sixty-seven employees, 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. The organization invested nearly \$19 million into the community during the fiscal year ending on June 30, 2023.

United Way of Central Iowa was recognized by The Business Record as one of the Top 25 Most Influential Nonprofits in the Greater Des Moines region in 2023. UWCI continues to invite and engage new individuals in meaningful impact, working to fulfill the organization's commitment to new and existing areas that promote equity. 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 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 a Finance Officer to manage the financial and accounting activities necessary to achieve mission-critical advances for the organization's business. The Finance Officer reports to and collaborates closely with the Chief Operating Officer (COO) to manage the organization's finance function through effective and efficient financial reporting, accounting, maintenance of internal controls and compliance, consultation with senior officers and business officers, and maintenance of relationships with third-party providers. This position provides process management to ensure financial-related activities and accountabilities are

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implemented in alignment with organizational goals, while also providing superior service to meet the needs of internal and external customers.

Working with the COO, the Finance officer brings forward, practical, innovative, and highly transparent and ethical solutions and recommendations in the pursuit of organizational goals and in responding to the needs of others. community while mitigating financial risk to the organization. The Finance Officer needs to cultivate strong and approachable working relationships with a wide variety of individuals at all staff levels across the organization. The selected candidate for this position will bring a sincere commitment to UWCI's mission and intentional focus on equity. The ability to integrate an equity perspective and framework within the finance work and outcomes that centers on diversity and inclusion within the areas of responsibilities is required.

In addition to having the appropriate knowledge and experience to successfully perform the accountabilities of the role, the best qualified candidate will be an individual who consistently brings a high level of integrity and ethical standards to the work and the organization. UWCI's financial integrity has been a cornerstone of our success as we are consistently entrusted to be strong stewards of financial resources that are primarily donations from our generous community members. The successful candidate will be adept at communicating with others to determine deeper issues and the right solutions, be unafraid to seek out and ask questions when they don't have the answer, be detailed oriented, embrace change, have the ability to work with speed and accuracy, and be technology savvy and a self-directed learner.

We are committed to building an inclusive team; we invite candidates of all backgrounds to apply. This position offers a full benefits package, a hybrid remote work schedule, (2 days at home, 3 days in the office) and a starting salary range from \$92,000 – \$102,000 depending on skills and experience.

Essential Accountabilities Include (but not limited to):

- Collaborates with the COO in strategic leadership, collaborative coordination, creative problem-solving and management of financial and accounting activities necessary to achieve mission-critical advances for the organization's business.
- Manages the development and implementation of the organization's general ledger and financial reporting systems for the timely and accurate delivery of financial-related items, including reconciliation of general ledger accounts, monthly and annual delivery of financial statements, daily cash monitoring, and ongoing delivery of financial reports for all public and private grants.
- Delivers the organization's budget under the direction of the COO, meeting financial targets and maximizing the use of internal and external resources to ensure the accomplishment of organizational priorities of business areas are successfully addressed.
- Engages in strategic and tactical planning with organizational leaders, systematically focusing on current and future solutions. This includes providing analytical and creative input for decision making.

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- Recruits, leads, and manages a highly responsive, goal-oriented, and customer-oriented finance team. This includes cultivating and maintaining business relationships with service-providers to augment UWCI staff resources.
- Manages the day-to-day relationship with the organization's auditors. Plans, organizes, coordinates, and oversees the year-end audit preparation which includes the finance team's development of audit work papers. Elevates auditors' issues or concerns to the COO.
- Work collaboratively with the COO, and other leaders and managers to identify and develop financial solutions to new opportunities emerging in the organization's work and demonstrate an ability to balance the accuracy and attention to detail that is needed with the ability to see and contribute to the strategic and conceptual dynamics of the opportunity.
- Ensures documentation and collaborates with the COO in the creation of all finance policies, procedures, and processes, including the general ledger and other financial systems, as well as interdependencies with systems used in the advancement of community impact work and advancement work.
- Collaborates with the COO to mitigate business risk and disruption, ensuring overall financial system access and security, information archiving, and disaster recovery planning for the financial assets and ongoing financial performance of the organization.
- Works with COO to comply with state, federal, local, and United Way Worldwide laws, rules, regulations, and guidelines pertaining to financial record-keeping and reporting. This includes responsibility for successful completion of the organization's annual Form 990 tax return filing.
- Engages in learning opportunities and professional development as appropriate to successful fulfillment of this role.

Competencies:

- **Analytical skills:** Ability to develop information and raw data into very meaningful conclusions.
- **Management skills:** Ability to achieve desired outcomes by setting goals and priorities that deliver results and the ability to motivate team members.
- **Communication, Oral:** Ability to send tactful and appropriate verbal messages and listen to others' responses to convey information.
- **Communication, written:** Ability to write concise, clear letters, reports, articles or emails to convey information.
- **Equity understanding and integration:** Ability to integrate an equity perspective and framework within work areas and outcomes that are centered on diversity and inclusion within areas of responsibility.
- **Detail Oriented:** Ability to pay meticulous attention to new situations and apply previously successful approaches to those situations.
- **Team Building:** Ability to lead, manage and motivate others with respect, service and humility to meet organizational goals while celebrating varied perspectives. Ensures that team members are actively involved with team activities and helps ensure that team members are invested in team activities and decisions, and that the team works collaboratively to achieve a goal.
- **Business Acumen:** Ability to understand business-related topics and issues.

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- **Problem Solving:** Ability to recognize courses of actions that can be taken to manage problems or potential problems and apply contingency plans to solve those problems.
- **Adaptability:** Ability to adapt to both short-term and long-term changes in workplace conditions or needs
- **Project Management:** Ability to plan, organize, direct and control tasks to meet a specific goal.
- **Customer Oriented:** Ability to serve clients (both internal and external) by focusing efforts on meeting their needs, understanding their concerns, and seeking to build trust.
- **Relationship Building** – Ability to establish and maintain a good rapport and cooperative relationship with customers and coworkers of diverse backgrounds and experiences.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.
- **Integrity:** Ability to gain confidence and trust of others through honesty, authenticity, and acceptance of responsibility.
- **Ethical** – Ability to act and consistently adhere to high standards of organizational and professional conduct.

Education:

- Bachelor's degree in finance/accounting.

Experience:

- Five to seven years' experience in financial accounting.
- Knowledge of generally accepted accounting principles, especially in a not-for-profit environment, as a staff member or volunteer.
- Knowledge of auditing principles and practices, preferably in a not-for-profit environment.
- Knowledge of fund accounting procedures and procedures related to restricted donations, and fundraising campaigns preferred.
- Staff supervision experience with the ability to lead and motivate a team of finance professionals.

UWCI 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 accommodation to apply for one of our jobs, please call 515-246-6516.