

## POSITION DESCRIPTION

**Position Title:** Staff Accountant

**Reports to:** Accounting Director

**Hourly Salary:** \$23.50-\$26.00 DOE

**Location:** Lee County, FL

**Application Deadline:** January 30, 2026, 5:00 PM

**Submit Cover Letter and Resume:** [Resume@unitedwaylee.org](mailto:Resume@unitedwaylee.org)

## ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$20+ million nonprofit social services organization, with 75+ employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. Most of the funding is from private donations although UWLHG also receives local, state, and federal grants.

### Core Competencies for all United Way Professionals:

- **Mission-Focused:** The United Way Professional's top priority is to improve the quality of life for all people in our community. This competency drives performance and professional motivation.
- **Relationship-Oriented:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way Professional is dedicated to shared and measurable goals including creating, resourcing, scaling, and leveraging strategies and innovations for the best impact.
- **Brand Steward:** The United Way Professional is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

## Overview of Responsibilities

The Accountant's primary responsibilities are to ensure accurate and timely processing of various tasks including Accounts Payable, Accounts Receivable and Payroll.

### United Way Mission:

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- Process vendor invoices, payment requests, and ensure proper coding and approval prior to processing invoices and preparing check runs.
- Reconcile vendor accounts by conducting research and resolving pricing and quantity discrepancies in a timely manner.
- Responsible for maintenance of all vendor, customer, and related files according to United Way's policies, standards, and expectations.
- Complete adjusting journal entries.
- Work closely with accounting team for any accounting discrepancies and to resolve issues.
- Work with pledge processors to ensure proper envelope identification and correct year to enter campaign pledges into ANDAR.
- Process of stock donations, credit card donations, check donations, and cash donations.
- Work with third party processors and Campaign Department to ensure correct data assignment of pledges and payments.
- Assist in requirements and preparation of year end audit.
- Maintain accounting controls by following policies and procedures, complying with federal, state, and local financial and legal requirements.
- Payroll tasks.
- Secondary duties may include but are not limited to:
  - Assist Accounting Director with developing and implementing plans and goals for the department.
  - Assist Chief Financial Officer.
  - Collaborate across departments to assist with special projects.

### **Required Skills**

- Associate's degree in accounting or equivalent preferred.
- Abila MIP and Microix experience highly preferred.
- At least one year's experience in Accounts Payable preferred.
- Accounts Receivable experience preferred.
- Payroll experience preferred.
- Knowledge of not-for-profit accounting preferred.
- High proficiency in Microsoft Word and Excel required.

### **Direct Reports – None**

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## Physical Requirements & Working Conditions

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

This position requires talking, hearing, and visual acuity sufficient to perform the major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full-Time position. Days and hours of work are Monday through Friday 8 a.m.-5 p.m. Evening and weekend events may be required occasionally for golf tournaments, auctions, and other fundraising events.

***United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.***

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***Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.***

**Additional Information:**

- The United Way Professional is part of a diverse staff of smart, passionate, and enthusiastic team members and volunteers.
- United Way has a high-performance culture that is engaged in exciting and challenging work.
- The United Way Professional applies knowledge and skills to help solve the community's toughest problems.
- UWLHG offers competitive pay commensurate with demonstrated successful performance and experience.
- Benefits include paid Health and Dental Insurance for employees, 401 (k) Retirement Plan, paid Holidays, and Accrued Vacation and Sick Leave.

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