

Position Title: Staff Accountant
Supervisor: Accounting Director
Classification: Full time/Hourly non-exempt
Salary Range: \$23.37 to \$25.83 DOE
Location: Lee County, FL
Application Deadline: February 28, 2026, 5:00 PM
Submit Cover Letter and Resume: 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 4 locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of 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 their performance and professional motivations.
- **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 administration with various tasks which may include Accounts Payable, Accounts Receivable and Payroll.
- Process vendor invoices, payment requests, and ensuring proper coding and approval prior to processing invoices and preparing check runs.
- Reconcile vendor accounts by conducting research and resolve pricing and quantity discrepancies in a timely manner.
- Responsible for all vendor, customer, and related files maintenance according to United Way's policies, standards, and expectations.
- Correct errors by completing adjusting journal entries.
- Work closely with accounting team for any accounting discrepancies and resolving issues.
- Work with pledge processors to ensure proper envelope identification and years to enter campaign pledges into ANDAR.

United Way Mission:

United Way of Lee, Hendry, and Glades is a volunteer driven organization dedicated to improving the quality of life for all people in our community.

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- Process of stock donations, credit card donations, check donations, and cash donations.
- Work with third party processors and the 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 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 as needed.
- Collaborate across departments to assist with special projects, as necessary

Required Skills/Education

- Associate's degree in accounting or equivalent preferred.
- Abila MIP and Microix experience highly preferred.
- At least one year of 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.

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. While performing the duties of this job, the employee is regularly required to sit for long periods of time, 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 department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

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

Licenses: Valid Florida Driver's License.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job operates in a professional office environment, including occasional 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, in-person position. One remote day is optional after a successful probation period. Days and hours of work are Monday through Friday, 8:00a.m. To 5:00 p.m. Some evening and weekend hours may be required as job duties demand.

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, 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.

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

Additional Information:

UWLHG is an exceptional workplace that can provide you with:

- Opportunity to work with smart, passionate and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k match, monthly accrued vacation and sick leave, 10 paid holidays.

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