Director of Finance  
Job Description

Full-time, Exempt, Rapid City Office

A summary of this position includes, but is not limited to, the following:

- Accounts for all monies collected and disbursed by the United Way.
- Prepares monthly financial statements and reconciles financial reports
- Responsible for billing and collecting unpaid pledges
- Responsible for accounts payable including agency payments
- Provides statistical analysis of fundraising activities
- Responsible for processing payroll, payroll taxes, unemployment insurance and other employee benefits
- Assists with the annual auditing and budgeting process
- Provides assistance for equipment purchases, maintenance, and with computer/network problems

Experience/Education: Bachelor’s degree in accounting or five years related experience. Must be able to communicate effectively, work independently and as a member of a team, be organized, detail oriented and meet time sensitive deadlines.

Technological Skills: In-depth knowledge of these computer programs: Windows 10; Microsoft Office 2010. Must be able to perform programming in Excel and have a working knowledge of macro development. QuickBooks payroll experience preferred. Knowledge of Razor’s Edge software is a plus. Experience in trouble shooting computer network and software problems a plus.

United Way of the Black Hills offers a competitive salary and excellent benefits package including: health insurance, paid time off, holiday pay, 401(k) retirement plan, and more.

To apply send resume and cover letter to jamie@unitedwayblackhills.org by 9/13/2020.
Director of Finance Position Details include but are not limited to:

- **Monthly Financial Reports** - Compiles monthly financial reports from the Raiser’s Edge for the executive director and Board of Directors giving a current status for the Operating Fund, Endowment Fund, Building Fund, Program Grants, Imagination Library, and year to year comparison. Reconciles all financial accounts monthly. Reconcile Raisers Edge Software to QuickBooks on a monthly basis.

- **Monthly Agency Allocations** - Responsible for processing monthly agency payments and additional grants through electronic funds transfer (EFT). Transfers required monies from Operating Fund to the primary checking account prior to agency payment disbursal. Responsible for distribution of additional agency grants as approved by the board.

- **Campaign Tracking** - Responsible for tracking monies collected from area businesses for our annual campaign and other special fundraising events. Calculates fundraising trends and projections.

- **Payroll** - Responsible for processing bimonthly payroll for all United Way employees. Duties include processing checks, contributions to the retirement fund, individual elective contributions for retirement, payment of group life insurance and group disability insurance premiums, payment of quarterly payroll taxes, payment of applicable quarterly unemployment insurance premiums, and payment of United Way contributions for United Way employees. Additionally tracks any taxes due on group life insurance over $50,000. Responsible for accurate reporting of wages at year end on W2’s and W3 to the IRS. Responsible for maintaining on file W4 wage withholding information for each
• **Accounts Payable** - Responsible for payment of monies due from United Way to various venders to include the Investment Fund to United Way Worldwide. Pays authorized employee mileage based on the current federal GSA reimbursement rate.

• **Accounts Receivable** - Responsible for overseeing the billing of companies and individuals for United Way pledges. Reconciles monies collected with total pledge amount. Provides monthly accounts receivable reports to the executive director for each active campaign and each United Way area.

• **Annual Audit** - Responsible for annually providing essential financial information to an independent auditor.

• **Budget Development** - Provides year-end financial information and financial trends to the executive director for development of the annual budget.

• **Computer Operations and Networks** - Responsible for maintaining the local area computer network at United Way within technological capabilities. Provides trouble shooting, preventative maintenance, and corrective actions when necessary. Requests outside vendor support when required.