



United Way of Lancaster County is seeking a **full-time**, experienced Vice President of Finance to lead day-to-day accounting and financial operations while partnering closely with leadership to ensure strong financial stewardship, while acting in accordance with our values, vision, and mission.

United Way for over 100 years has brought together the financial resources of donors, the passion of community volunteers, the expertise of community partners, and the dedication of the United Way staff to create change in our community. If you are a passionate and dedicated individual with a desire to make a difference, we'd like to talk to you.

Job Responsibilities:

- Maintain accurate accounting records by processing accounts payable/receivable as transactions occur.
- Prepare and process vendor payments, deposits/transfers and journal entries
- Prepare daily banking reports and monitor deposit and loan accounts
- Track and prepare reports on the use of restricted funds and grants
- Prepare month end reconciliations
- Prepare month end financial reports, annual budgets, etc.
- Work with the auditors throughout annual audit
- Work with Vice Chair to lead Finance Committee and to present financial reports to Board of Directors
- Maintain fixed asset records
- Ensure checks and balances are in place in the Finance Department
- Manage the performance and development of Finance Department employees
- Drive financial decisions for the best of the organization
- Support organizations Strategic Plan

Qualifications:

- Bachelor's degree in finance, accounting, or related field
- 5-8 years relevant work experience
- 5 years working with a nonprofit
- Managing a team

If you are a highly motivated individual with a strong background in finance and non-profit accounting, we encourage you to apply for this position. We offer competitive compensation packages and opportunities for professional growth within our organization.

United Way of Lancaster employees are employed at will. We are an Equal Opportunity Employer committed to diversity in the workplace.