



United Way of Lancaster is looking for a Controller to join our Finance Team. United Way for nearly 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.

The Controller position will handle daily accounting functions, while acting in accordance with our values, vision, and mission.

Responsibilities:

- Maintain accurate accounting records by processing accounts payable/receivable as transactions occur.
- Review and approve weekly accounts payable for accuracy and completion.
- Prepare and post general ledger entries.
- Track and prepare reports on the use of restricted funds and grants.
- Prepare month end reconciliations.
- Prepare month-end financial statements and management report.
- Prepare annual budget.
- Report to Finance Committee and attend meetings.
- Manage annual audit.
- Maintain fixed asset records.
- Maintain cash balances and banking relationships.
- Work with external auditors throughout annual audit.

Qualifications:

- Bachelor's degree in finance, accounting, or related field
- 5 years relevant work experience
- 2 years working with a nonprofit preferred
- Experience with MIP accounting software

This is a full-time, on-site position Monday – Friday.

We offer a competitive compensation and benefits package.

Please send your resume to btice@uwlanc.org. No phone calls please.

All United Way of Lancaster employees are employed at will.

United way of Lancaster is an Equal Opportunity Employer committed to diversity in the workplace.

All qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, sexual orientation, gender identity, protected veteran status, disability, or other protected status.