



Finance Assistant

- Part-time (24 hours/week), non-exempt (hourly)
- Salary \$18-20/hour, depending on qualifications and experience
- Reports to Finance Operations Manager
- Position is based in Redding, California; company does not pay relocation expenses
- To apply, send a cover letter and resume to employment@norcalunitedway.org

United Way of Northern California (UWNC) fights for the health, education, and financial stability of all residents in the region. Through our operation of the 211 helpline and our disaster response and recovery activities, we are there for residents during times of crisis. Our work is informed each day by activities that promote unity, diversity, equity, and social justice in our communities. Passion for our mission and values is essential to a successful employment experience at United Way.

Position Summary

The Finance Assistant is responsible for supporting the day-to-day tasks of the Finance Operations Manager, who is responsible for managing the organization's financial accounting, monitoring, and reporting systems.

Principal Job Functions

- Review, code, and record Workplace Giving Campaign pledges
- Research and obtain supporting payment documentation for donor pledge receivables
- Maintain donor management system
- Maintain donor files
- Process and deliver bank deposits to appropriate partner banking institutions
- Maintain vendor files
- Assist in preparing financial documentation for yearly audit
- Assist with management of grants
- Pick up, sort, and deliver mail
- Other duties as assigned

Qualifications and Requirements

- Minimum Associate's Degree in Business, Finance or related field; or equivalent work experience
- At least two years of experience in a finance-related role
- Reliable and dependable
- Strong mathematical aptitude

- Good communication skills, written and verbal
- Can work effectively with individuals regardless of cultural background or economic status
- Able to work independently; detail-oriented and effective at multi-tasking
- Proficient with QuickBooks, MS Office, including Word, Excel, Outlook
- Proficient in using the Internet for research purposes
- Ability to gather, analyze and summarize financial data
- Commitment to maintaining confidentiality
- Valid Driver License and automobile insurance
- Can Lift up to 15 pounds
- Can operate comfortably at a keyboard through an eight-hour shift
- Passion for the mission of UWNC

United Way of Northern California is an Equal Opportunity Employer.

All employees at United Way of Northern California are required to be fully vaccinated against Covid-19.

Job offers are contingent upon submission to background checks, including criminal background and DMV screening.

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