

JOB TITLE: Senior Accounting Associate

TEAM: Finance & Operations

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Finance & Operations

DATE: May 2026

POSITION SUMMARY

United Way of Greater Lafayette is seeking a detail-oriented and collaborative Senior Accounting Associate to support the organization's daily financial operations and campaign processing activities. This position plays a key role in maintaining accurate financial records, supporting campaign and donor processing, assisting with payroll and human resources administration, and ensuring timely and accurate reporting. The ideal candidate is organized, adaptable, and solutions-oriented with strong accounting knowledge and the ability to manage multiple priorities in a mission-driven environment. This role works closely with organizational leadership and serves as an important contributor to the organization's financial integrity and operational success.

KEY RESPONSIBILITIES

Financial Accounting & Reporting

- Input, analyze, and reconcile general ledger accounts to ensure accuracy and integrity of financial records
- Complete monthly and year-end financial close processes
- Prepare journal entries and maintain supporting financial documentation
- Process accounts payable transactions and ensure timely vendor payments
- Manage cash receipts and accounts receivable activities
- Assist with preparation of financial reports and supporting schedules
- Support annual audit preparation and tax reporting requirements
- Ensure compliance with organizational policies, procedures, and generally accepted accounting principles (GAAP)
- Maintain accurate and organized financial records and files

Campaign & Donor Processing

- Process campaign pledges and payments accurately and timely
- Produce and distribute pledge statements and campaign reports
- Complete campaign reconciliations and designation tracking
- Support electronic pledge platform administration and reporting
- Compile donor and campaign-related reports as requested

Payroll & Human Resources Support

- Ensure completion of payroll processing and related entries
- Support employee onboarding and new hire paperwork
- Maintain accurate and confidential employee files
- Coordinate employee benefit enrollments and updates
- Assist with maintaining HR-related documentation and records

Operations & Administrative Support

- Assist with maintaining internal controls and financial procedures
- Respond to internal requests for financial information and reporting including completion of DBII for United Way Worldwide
- Collaborate across departments to support organizational operations and special projects
- Identify opportunities for process improvement and operational efficiency

Qualifications

- Degree in Accounting, Finance, Business Administration, or related field preferred
- Minimum of 3–5 years of accounting or bookkeeping experience required
- Nonprofit accounting experience preferred
- Experience with accounts payable, accounts receivable, payroll, and reconciliations
- Strong attention to detail and organizational skills
- Ability to manage multiple priorities and meet deadlines
- Proficiency in Microsoft Office, particularly Excel
- Experience with accounting and donor management software preferred
- Strong interpersonal and communication skills
- Ability to maintain confidentiality and exercise sound judgment

COMPETENCIES

This set of competencies represents the **CORE** competencies that **ALL United Way staff** regardless of role and position must possess. The Core Competencies represent the foundation and must be integral part of each position. The functional competencies are add-on to the core competencies, further defining the specific roles and positions as they relate to a particular job function the staff member is performing.

- **Mission-Focused:** Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

PHYSICAL REQUIREMENTS and ENVIRONMENT:

To accomplish the essential functions of the position, one must be physically able to frequently and routinely:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below the shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 20 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files, and documents
- Work is performed primarily in an office environment using standard office equipment

TRAVEL

Travel is primarily local during the business day.

Note

This job description in no way states or implies that these are the only duties to be performed by the

employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship. The job description is subject to change with or without notice at any time.