

Job Title	Finance & Office Coordinator
Employer/ Agency	United Way of Greater Baytown Area & Chambers County
Job Description	<p>The Finance and Office Coordinator will be a member of the team reporting to the Executive Director and will have the primary responsibility for financial accounting operations and office administration in line with the strategic plan and mission of UWGBACC. This position requires collaborative leadership skills, organizational skills, and knowledge of accounting principles.</p>
Qualifications	<ul style="list-style-type: none">• Associate degree in Accounting or equivalent. Experience may substitute for education• Three years' experience in accounts payable/accounts receivable and general office support.• Prior experience with payment research and application.• General ledger experience preferred• Computer literacy with MS office, specifically Work, Excel, Outlook, and PowerPoint• Experience with mail merges required• Knowledge of business office procedures• Database management and report generation using Andar• General accounting principles• Excellent communication skills both verbal and writing• Able to work with large and diverse group of people and accomplish results• Extremely detail oriented with the ability to organize, prioritize, and meet deadlines.• Ability to multi-task• Be a self-starter with the ability to work independently and demonstrate good judgment.• Values diversity and inclusion• Takes a collaborative approach to addressing issues.• Focused on shared goals.• Spanish speaking and composition desired

Salary/Hours	\$32,000 - \$38,000
Employer/Agency	United Way of Greater Baytown Area & Chambers County
Address	5309 Decker Drive
City, State, Zip	Baytown, TX 77520
Contact Person	Suzanne Zutter
Contact Title	Executive Director
Telephone Number	832-926-4003
Email Address	suzannez@unitedwaygbacc.org
Application Method	Cover letter and resume emailed to suzannez@unitedwaygbacc.org
Opening Date	ASAP

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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