



## **Finance Coordinator at United Way Romania**

United Way Romania is looking for a dynamic, enthusiastic person, willing to join our team as part time **Finance Coordinator**, who is responsible for organizing and running the daily financial, administrative and logistics activities of the foundation.

### **Main responsibilities:**

- Primary accounting operations; daily bookkeeping; banking operations; rigorous monitoring of bank statements (inputs / outputs); accounts receivable and accounts payable; record outstanding amounts; payments; statements;
- Financial reports; budgeting and budget execution; monthly and annual financial reports by categories of income and expenses; financial reports requested by third parties; financial support (budgets) for submitted projects; reports and evidence of sponsorship contracts and revenues, and financing contracts and expenses; financial records on individual, corporate donors, and funded agencies; audit coordination - preparation of documentation needed;
- Administration: receipt and distribution of in kind donation; record management and documentation; representative of United Way through phone and office contact; courier activity; inventory, equipment, and ordering of supplies.

### **Job requirements:**

Bachelor's degree, in economics field is preferred;

Minimum 3 years of work experience in accounting and /or in an office management role;

Theoretical and practical knowledge of accounting;

Working knowledge of Microsoft Office: Word, Excel, Outlook;

Quick learner who is prepared to work hard and take responsibility;

Attentive to detail, resourceful, reliable, dedicated and flexible;

Good written and oral communication in Romanian and English.

### **About United Way Romania:**

**United Way Romania** is a Romanian foundation, active in Romania since 2004 and affiliated with United Way Worldwide, USA. It is an independent body, governed by local volunteers.

Our **mission** is to improve the quality of life in our communities through individual giving, corporate giving, and volunteerism.

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[www.unitedway.ro](http://www.unitedway.ro)



United Way Romania

**United Way supports social programs and initiatives that improve the lives of children, adults and the elderly in difficulty.** The organization's activity focuses on the three directions that lay the foundation of a prosperous community:

- access to a quality **EDUCATION**;
- good **HEALTH** services;
- a sufficient **INCOME** to support a family.

We act as a community organizer by mobilizing an **extensive network of community partners** - companies, NGOs, public institutions, civil society leaders, donors and volunteers - and coordinate their efforts to produce a collective impact. United Way Romania programs annually improve the lives of over 11,500 people in need, with the support of over 3,500 individual donors, 40 major donors and over 100 companies.

**Join United Way Romania team and you will have the chance to contribute to helping thousands of people to have a better life!**

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