



United Way of North  
Central New Mexico

**United Way of North Central New Mexico (UWNCNM)**  
**Administrative Assistant to Finance**

Revised: February 2023

<b>Job Title:</b> Administrative Assistant to Finance	<b>Department:</b> Finance
<b>Reports to:</b> Finance Director / Controller	<b>Status:</b> Hourly, Non-exempt, Part Time
<b>Salary Classification:</b> Level I	<b>Location:</b> Albuquerque

**ORGANIZATION:**

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Our mission is connecting people to opportunities and services to equitably improve lives and strengthen communities.

UWNCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community’s challenges. Our programs and donor dollars ensure that individuals and families in central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

In addition, UWNCNM has a strong commitment to Diversity, Equity and Inclusion and upholds the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.
- We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

**PURPOSE:**

In 2017, United Way of North Central New Mexico’s (UWNCNM) Board of Directors approved an Impact Agenda that will guide our work for years to come. The Impact Agenda lays out a cradle-to-career focus with two central priorities for UWNCNM: improving family stability and supporting educational attainment.

The Finance Department supports the UWNCNM in various accounting functions including budgeting, expenditure review, audit preparation, compliance, campaign pledge processing, financial statement preparation, banking, cash flow monitoring, purchasing, accounts payable, accounts receivable, and payroll processing.

The Administrative Assistant to Finance assists the Finance Department by providing administrative support in the areas of pledge processing, payment processing, cash handling, donor communications, system and database updates, mail distribution, bank deposits, and travel arrangements.

**ESSENTIAL FUNCTIONS:**

- Accurately process payments in database for payroll deductions.
- Timely and accurately process electronic deposits.
- Accurately enter and update data in various databases from a variety of sources.
- Process and distribute mail daily.
- Process and mail checks
- Compile and process written correspondence using mail merge, includes email communications.
- Research new agency 501(c)3 status, retrieve bank information and maintain agency files.
- Make travel arrangements for all UWNCNM staff.
- File various documents.
- Order office supplies for Finance staff.
- Provide front desk coverage for scheduled breaks.
- Oversee room rentals, including collecting contracts and payments.
- Safeguard confidentiality of privileged information.
- Other duties as assigned.

**CORE COMPETENCIES:**

- Excellent oral and written communication skills.
- Flexibility and multi-tasking skills.
- Effective time management skills.
- Technology proficient: Microsoft Office, Internet Explorer, Outlook, internal and external databases.
- Self-starter, flexible to respond to emerging needs, motivated and happy to work with minimal supervision.
- Ability to work effectively with a diverse group of individuals.

**MINIMUM REQUIREMENTS [EDUCATION]:**

- High School Diploma and at least two years' experience working in an Administrative Assistant role.

**MINIMUM REQUIREMENTS [EXPERIENCE]:**

- Advanced Microsoft suite experience
- Excellent customer service skills
- Demonstrated organizational skills
- Detail oriented with a minimum number of errors and re-work
- Experience with various computer systems

**PREFERRED QUALIFICATIONS:**

- Associate or Bachelor's degree and at least one year experience working in an Administrative Assistant role.
- Successful completion of specialized coursework related to finance and accounting, or equivalent work experience.

**EQUIPMENT USED:**

- Standard PC Office Equipment
- Telephone, computer, copy machine, printer, scanner, fax machine and related equipment

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS/DEXTERITY:**

Standard office environment, position is primarily an office setting, requiring long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time.

- Regular attendance is required in this position.
- Must be able to operate a computer at an acceptable rate of speed.
- Must be able to view computer monitors.
- May be required to lift and/or move up to 20 pounds unassisted and occasionally lift and/or move up to 40 pounds with assistance.
- Must possess a valid New Mexico driver's license.
- Must be able to perform the essential functions of the job with reasonable accommodation.

**STARTING SALARY:** \$18.00-\$20.00 per hour depending on experience 10-20 hrs/wk PTE (Part Time Employees)

**BENEFITS:** Full-time employees (FTE) are eligible for health, dental, life and long-term disability insurance, a retirement plan, flexible spending account and voluntary insurance programs. We offer a tuition reimbursement plan, volunteer time off, and generous leave time. Part-time employees (PTE) may be eligible for some of these benefits.

UWNCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

United Way of North Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We welcome applicants with disabilities and applicants from underrepresented racial and ethnic groups.

**NOTICE:** This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

This job description is meant only to be a guideline and may be modified at any time. UWNCNM is an At-will Employer. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Interested applicants must submit a resume and cover letter to [applicant@uwncnm.org](mailto:applicant@uwncnm.org) by September 21, 2023.