



## United Way of North Central New Mexico (UWNCNM)

### Finance Administrative Assistant

Revised: August 2025

**Job Title:** Finance Administrative Assistant

**Reports to:** Chief Financial & Human Resources Officer

**Salary Classification:** Level II

**Department:** Finance

**Status:** Part-time, Non-exempt, Hourly

**Location:** 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:**

The Finance Administrative Assistant provides comprehensive administrative support to Finance. The role involves completing financial tasks such as pledge processing, payment processing, cash handling, donor and other stakeholder communications, system and database updates, mail distribution, bank deposits, making travel arrangements, managing schedules, calendars, and projects, filing, entering information in and maintaining databases, and assisting HR with administrative tasks. The Finance Administrative Assistant is highly organized, detail-oriented, and proficient in finance, customer service and administrative tasks.

The Finance Department supports the organization in various accounting and human resource functions including budgeting, expenditure review, audit preparation, compliance, campaign pledge processing, financial statement preparation, banking, cash flow monitoring, purchasing,

accounts payable, accounts receivable, payroll processing and supporting company culture through human resources. The Administrative Assistant provides administrative support to the finance department in all of these areas.

**Essential Functions and Responsibilities:**

- Provide comprehensive administrative support.
- Prepare and distribute correspondence, reports, and presentations.
- Conduct research, compile data, and prepare briefs or summaries for review.
- Assist in project management tasks, including organizing documents, tracking progress, coordinating meetings, follow-up on action items to ensure timely completion.
- Timely and accurately process payments in database for payroll deductions and electronic deposits.
- Enter and update data in various databases from a variety of sources with precision.
- Process and distribute mail daily including processing and mailing of checks.
- Compile and process written correspondence using mail merge, including email communications.
- Manage files, budget documents, or other essential materials for the department.
- Maintain filing systems and databases.
- Assist with Amazon purchase management and reconciliation and other credit card reconciliation.
- Research new agency 501(c)3 status, retrieve bank information and maintain agency files.
- Make travel arrangements for UWNCNM staff as assigned.
- Assist with calendar, scheduling meetings, and appointments for finance and human resources.
- Update, file and maintain paper and electronic employee records and files, and other 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.
- Coordinate with the Chief Financial and Human Resources Officer on various financial and human resources tasks and projects.
- Actively participate in fundraising initiatives by coordinating donor and stakeholder communications, managing tasks such as processing fundraising pledges and payments, to contribute to UWNCNM's shared goal of supporting our mission and initiatives.
- Attend all staff meetings and trainings, and attend other meetings and trainings as required or assigned.
- Take meeting notes and transcribe minutes as assigned.

- Performs other duties, initiatives, activities and projects, as assigned.

**Qualifications, Competencies and Minimum Requirements:**

- **Education and Experience:** Associate degree in finance, Business Administration or accounting, or at least two years of related experience, preferably in a nonprofit environment. Alternatively, an equivalent combination of experience and training, along with at least one year of experience in an Administrative Assistant role.
- **Excellent Communication Skills:** Proficient in both oral and written communication, with the ability to effectively interact with individuals at all levels.
- **Customer Service Skills:** Excellent customer service skills.
- **Proficient with technology** including multiple videoconferencing software platforms (such as Zoom) and Microsoft Office including Word, Outlook, Excel and PowerPoint. Advanced Excel skills required.
- **Technical Skills:** Experience with various computer systems, databases, and online platforms.
- **Self-Motivated and Team-Oriented:** Demonstrated ability to work independently or as part of a team with minimal supervision. Motivated and enthusiastic with a positive attitude towards collaborative work.
- **Basic Accounting Knowledge:** Understanding of basic bookkeeping principles or accounting processes.
- **Data Management and Analysis:** Proficient in using computers to manage data, compose reports, interpret computer-generated reports, and analyze data.
- **Project Management Skills:** Ability to manage multiple projects/tasks simultaneously, track project results, and effectively prioritize tasks to meet deadlines.
- **Adaptability and Flexibility:** Highly organized with the flexibility to respond to and meet emerging or changing needs and unexpected requests. Demonstrated organizational skills. Ability and willingness to learn other software programs as necessary.
- **Professionalism:** Demonstrates professionalism in conduct and communication with colleagues and clients, and ability to represent Finance and Human Resources in a highly professional manner with a diverse group of individuals, both internally and externally.
- **Proficient in internet navigation and online research** using modern web browsers to gather, verify, and utilize information effectively for job-related tasks
- **Demonstrate a comprehensive understanding and practical experience with AI,** including data analysis, AI driven decision making, and the application of AI tools to enhance operational efficiency and innovation.
- **Time Management:** Effective time management skills with the ability to prioritize tasks and meet deadlines.
- **Attention to Detail:** Detail-oriented with a minimum number of errors and re-work.
- **Innovative Thinking:** Actively participates in teams, offers ideas to enhance organizational processes, and commits to the values of the organization.

- Confidentiality: Ability to maintain the highest level of confidentiality while handling sensitive material concerning the organization and the employees within the organization.
- Demonstrate a solid ethical framework, exhibiting integrity, accountability, and a strong work ethic that aligns with the organization's values of integrity and trust.

**Equipment Used:**

- PC and standard office equipment including but not limited to telephone, computer, copy machine, printer, scanner, and related equipment.
- Microsoft Office Suite, Outlook, Videoconferencing platforms (Zoom, Microsoft Teams, etc.), Internet and web browsers for research and information gathering.

**Physical Requirements/Working Conditions/Dexterity:**

The schedule for this position requires in-person office attendance within UWNCNM's office building on Tuesdays, Wednesdays and Thursdays. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Position is primarily in a standard office environment and requires long periods of sitting at a desk to accomplish duties and to stand for limited periods of time.
- Regular attendance is required in this position.
- Must be able to operate a personal computer at an acceptable rate of speed and to view computer monitors.
- If working in a hybrid position, must have access to reliable internet when working from home.
- Must be able to work occasional early mornings, evenings and weekends including but not limited to attending a variety of meetings and events.
- Must have the flexibility to adapt schedule to meet evolving business needs as necessary.
- Must possess a valid New Mexico driver's license and have daily access to a dependable motor vehicle with insurance to use to attend offsite events, meetings, and other work activities.
- Must be able to lift and/or move up to 20 pounds unassisted and occasionally lift and/or move up to 40 pounds with assistance.
- Must be able to perform the essential functions of the job with reasonable accommodation.

**Salary and Benefits:**

- **Salary Range:** \$20.00 to \$26.00 per hour DOE, non-exempt, Part-time, 24 hours per week
- **Benefits:** Full-time employees (FTE) are eligible for health, dental, vision, life, and long-term disability insurance, a 403b retirement plan, flexible spending account, EAP,



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voluntary insurance programs, tuition reimbursement, volunteer time off, and generous leave policies. 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.

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.

#### **HOW TO APPLY:**

Interested applicants, or if you have additional questions, must supply a resume **and** cover letter to [applicant@uwncnm.org](mailto:applicant@uwncnm.org) by September 18, 2025. Reference in the subject line: Application for Finance Administrative Assistant