

✨ Job Opportunity: Finance and Office Operations Specialist ✨

Are you a detail-oriented professional with a knack for managing multiple tasks seamlessly? Are you passionate about finance and adept at handling administrative responsibilities? If so, we have the perfect opportunity for you to join our dynamic team as a Finance and Office Operations Specialist!

Join our team and make a difference! We are a dynamic organization committed to driving positive change in communities through the United Way Annual Campaign. Our company values dedication, compassion, and teamwork, offering an opportunity to contribute meaningfully while enjoying comprehensive benefits.

Position: **Finance and Office Operations Specialist**

Location: **United Way of Greater High Point**

**Key Responsibilities:**

- Work closely with the Finance team to process campaign pledge forms and ensure accurate recording of financial transactions.
- Manage the credit card system, reconciling statements, and ensuring compliance with financial policies.
- Oversee general office management duties, ensuring a smooth and organized work environment.
- Demonstrate exceptional attention to detail in all tasks and responsibilities.
- Efficiently handle multiple tasks, prioritizing and meeting deadlines effectively.

**Qualifications:**

- Strong proficiency in Microsoft Word and Excel is a must.
- Prior experience in finance administration or related roles is highly desirable.
- Excellent organizational and time-management skills.
- Detail-oriented with a keen eye for accuracy.
- Ability to work collaboratively in a team environment.

**Benefits:**

- 100% Health Insurance coverage for employees.
- 8.3% annual pension contribution (no match required).
- Generous Vacation and Personal Time Off policy.
- Life insurance coverage and additional benefits.

*Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Other responsibilities may be assigned as needed.*

**How to Apply:**

If you are excited about this opportunity and meet the qualifications, please submit your resume and a cover letter highlighting your relevant experience to [betsy.lowder@unitedwayhp.org](mailto:betsy.lowder@unitedwayhp.org). Please include "Finance Office Specialist" in the subject line.

Join us in a vibrant and collaborative work environment where your skills and dedication contribute to our mission. We look forward to welcoming a new member to our finance team!

We are an equal opportunity employer and welcome applications from all qualified individuals.