



Finance Coordinator

Part-time, Non-exempt

Who We Are

Founded in 1959 in Grand Junction, Colorado, United Way of Mesa County (UWMC) is a nonprofit 501(c)(3) organization that raises money from the community to fund local programs that address community concerns.

United Way of Mesa County does what no single organization can do. We connect and mobilize resources, people, and passion in strategic ways to achieve our goals, transform Mesa County, and change the story for thousands of people.

Our programs include Volunteer United, The United Way of Mesa County Book Exchange, and United to Solve Homelessness. We also offer a yearly grant for Mesa County nonprofits, accept donor designations, administer grants, and more.

For our 2025-2026 fiscal year, we are helping fund 25 programs at 19 different local nonprofit agencies with our Community Impact Fund Grant. The programs address a variety of social problems focused on financial security, healthy communities, youth opportunity, and community resiliency (our four focus areas).

UWMC is a small, but mighty team that collaborates and works together with community partners to fulfill our promises to the community. We hope you will consider applying to join our passionate and hard-working team!

General Functions

United Way of Mesa County is looking for a part-time Finance Coordinator to manage the organization's database of donors and compile a monthly accounts receivable report for UWMC's bookkeeper. The position will provide timely reports through the CRM for community impact efforts and accounting needs. This position will also provide donors with timely and vitally important shows of gratitude and tax letters.

Key Areas of Responsibility



- Record all pledges, donations, and other income into the organization's CRM/donor management software (Salsa/Bonterra).
- Provide reporting from CRM software for fundraising, accounting, and as requested.
- Create donor thank you letters and tax receipts.
- Assist with reconciling information entered into CRM against other accounting records.
- Keep CRM up to date and manage CRM security.
- Track donor designations and prepare reports on disbursements.
- Prepare reports for United Way Worldwide.
- Record donor payments and any other income into an AR report for the UWMC bookkeeper.
- Communicate with donors on pledge fulfillment.
- Create bank deposits.
- Manage donor and workplace records.
- Assist with annual audit.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Requirements/Qualifications/Competencies

- Demonstrated skill in data entry
- Strong attention to detail
- Strong organizational and time management skills, and the ability to prioritize and manage multiple responsibilities.
- Reliable, adaptable, and quick learner
- Passion for the work of United Way of Mesa County and the Mesa County community
- Honesty, integrity, confidentiality
- Accountability
- Verbal and written communication skills
- Comfortable with technology
- Education: High School Diploma.
- Preferred experience in CRM and AR management



Working Conditions

- Part-time, in-office, non-exempt position
- Normal office environment with little exposure to dust, noise, temperature extremes
- Ability to lift 20 pounds
- Extended viewing of computer monitor

Compensation

- Position is part-time, non-exempt, with starting hourly pay \$22-\$24 depending on skills and experience
- Paid vacation and personal days
- Flexible work schedule options

To Apply: Please send your resume and a cover letter specific to this position to Cassidy Lujan at Cassidy@uwmesacounty.org.