

YMCA of the Okobojis

Job Description

Job Title: Accounting/Payroll Clerk

Pay Grade: Hourly - 12

Reports to: CFO

Job Summary: To work as part of the YMCA Leadership Team in promoting youth development, healthy living, and social responsibility by providing general clerical and accounting services to support the YMCA of the Okobojis Association in an effort to improve the efficiency and effectiveness of the organization

Essential Functions:

1) Overall

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development values of Caring, Honesty, Respect, and Responsibility into our daily routine and model these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and backgrounds.

2) Program Management

- a) In partnership with the CFO assist with accounts receivable and accounts payable.
- b) Maintain and account for Petty Cash Fund.
- c) Campaign and special events assistance of data entry, tracking, filing, mail outs and meeting attendance.
- d) Responsible for tracking all employees' annual clothing allowances and PTO.
- e) Responsible for the administration of the biweekly payroll for the organization.
- f) Creation and documentation of gift certificates.
- g) Assist in preparing birthday greetings for staff and volunteers.
- h) Assist in preparing monthly, quarterly, and annual report data for internal tracking and regulatory compliance.
- i) Assist in various department financial processes as needed.
- j) Office supplies stock and ordering monthly.
- k) Postal runs when necessary.
- l) Assist with audits and monthly workflows.
- m) Perform other duties as assigned by supervisor.

3) Volunteer Development

- a) Continually engage volunteer leadership in cultivation, solicitation, and stewardship activities designed to meet association goals.
- b) Work with committees of the Board of Directors as needed.

4) Budget

- a) In cooperation with the CFO, develop, monitor, and implement the annual budget for the association's administrative resources needs.
- b) Develops, monitors and administers assigned annual budget and maintains a positive fiscal position.

5) Qualifications

- a) Preferred/BS/AA in Business related field or equivalent experience.
- b) Attend any training/conferences needed to improve administrative and communication efforts of the YMCA of the Okobojis.
- c) Strong interpersonal skills with demonstrated ability to listen and evaluate opinions, suggestions and recommendations of others.
- d) Work towards obtaining Team Leader Certification.
- e) Prefer QuickBooks experience and able to obtain QuickBooks ProAdvisor certification.

f) Working knowledge of MS products including Excel and WORD.

Working Conditions:

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to communicate concisely and effectively.
- Ability to view/enter data for long periods of time.

Effect on End Result

The effectiveness of a competent Association Administrative Assistant will be measured by steady growth and retention of members, program participants, and individuals involved in the "Giving" programs of the Bedell Family YMCA and Camp Foster. The Association Administrative Assistant will positively impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed-upon goals will be mutually established and reviewed at least once per year. The measurement of the Association Administrative Assistant's performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

Employee

Date

CFO

Date