



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JAMES FAMILY PRESCOTT YMCA JOB DESCRIPTION

Job Title: Payroll/Cash Receipts Clerk

FLSA Status: Part Time - Hourly

Reports to: Business Director

Revision Date: 12/15/2016

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### POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. This position is responsible for handling of Human Resources issues (i.e. Health Insurance, Personnel files, etc.) Additionally this position is responsible for various accounting functions as assigned by the Business Director.

### ESSENTIAL FUNCTIONS:

1. Verify that all New Hires have a complete personnel file as required by law and Prescott YMCA policies.
2. Filing for personnel files.
3. Handle accident, incident and theft reports including follow up. This includes but is not limited to Workmen's Comp claims, Unemployment Claims, etc.
4. Will assist in the annual Health Care processes.
5. Maintain employment poster compliance.
6. Keep all forms current and available. Stock the various bins in the Business office and copy room.
7. Responsible for Daily Cash Receipts processing and completes End of Day function and process.
8. Responsible for collecting and processing biweekly payroll.
9. Works with Supervisor to ensure month-end process is completed on time and accurately.
10. Assist with special projects and research/reconciliations as needed.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and

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101 N Wacker Drive, Chicago IL 60606

P 800 872 9622 F 312 977 9063 ymca.net

procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Must have the ability to keep all information confidential.
2. Must be a flexible team leader.
3. Must be customer service oriented with all staff.
4. Must have knowledge of Human Resources and basic accounting.
5. Must be detail oriented.
6. Must be able to problem solve.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

1. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
2. The employee must occasionally lift and/or move up to 10 pounds.