



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Accounting/HR Director**
FLSA Status: Full Time - Exempt
Reports to: CEO/Executive Director

Revision Date: 04/25/2019

POSITION SUMMARY:

Serves as the liaison between the YMCA and the business office with regard to all financial transactions. Ensures all business procedures are followed at the YMCA. Oversees staff as assigned by CEO/Executive Director.

ESSENTIAL FUNCTIONS:

1. Oversees the branch accounts receivable and payables functions. Ensures daily deposits of all cash.
2. Supervises or prepares reconciliations of all YMCA bank accounts on a monthly basis.
3. Recruits, trains, and supervises assigned staff and volunteers.
4. Reviews the daily cash reconciliation. Reviews and follow ups on returned checks and bank drafts.
5. Coordinates and supervises operating cash flow management.
6. Assists staff and serves as the point person at the YMCA for software and business questions. Models relationship-building skills (including Listen First) in all interactions.
7. Coordinates month-end closing and reviews the financial statements. Assists staff in annual budget development.
8. Oversees office functions such as petty cash, office equipment and supplies, etc.
9. Oversees and manages the purchasing of supplies and equipment for the branch.
10. Reviews payroll related transactions for accuracy and completeness. May assist new employees with on-boarding processes.
11. Coordinates and supports assigned aspects of the annual support campaign.
12. Provides administrative support to the CEO/Executive Director.
13. Oversees Human Resources processes including but not limited to Benefits Administration, Workers Compensation, Unemployment claims, etc.
14. Responsible for daily, weekly, and monthly software maintenance.
15. Works with independent auditor to ensure the annual audit is completed on time.
16. Completes the yearly 990 and Annual Financial Report. Other tax form responsibilities include 1095's, 1094, 1099's, and 1096.
17. Attends monthly Board of Director meetings and takes the minutes of such meetings.
18. Other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Bachelor's degree in related field or equivalent required.
2. Five years or more related business management or office management experience preferred including Accounting, Finance, and Human Resources.
3. Understanding of accounting concepts and applications including cash reconciliation, accounts receivable, accounts payable, budgeting, and financial statements.
4. Experience with standard business software and office machines.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. While performing the duties of the 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.

“The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all”