



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: Staff Accountant

FLSA Status: Part time, non-exempt

Reports to: Finance Director

Revision Date: August 2023

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Finance Director, the Staff Accountant performs a variety of administrative and accounting functions: including organizing, implementing and coordinating a wide range of accounting processes. This position will include tracking and organizing data required for grant reporting and budgeting.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

AREAS OF DIRECT RESPONSIBILITY

Finance Department and Business Office

ESSENTIAL OVERALL FUNCTIONS

1. Assists with month end and year end financial close, generate monthly financial statements.
2. Completes monthly grant reporting.
3. Reconciles balance sheet accounts monthly.
4. Reviews and posts A/R activity.
5. Enters all association ledger activity into the accounting system, ensuring proper general ledger accounting treatment.
6. Reviews general ledger activity by program classification code to ensure expenditures are booked to the correct grant/program.
7. Critically reviews administrative expenditures and allocates to grants based on allowability guidelines.
8. Performs any other functions necessary for the smooth and efficient operation of the association.

QUALIFICATIONS

1. Associate's degree with emphasis in accounting and/or finance; Bachelor's degree preferred.
2. Strong understanding and ability to create and work within Microsoft Excel documents.
3. Working knowledge of computers and ability to learn new software necessary.
4. Certifications to be completed within the first 30 days of employment:
 - a. Basic Life Support, First Aid Certification
 - b. Child Abuse Prevention Training Certification.

LEADERSHIP COMPETENCIES

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

BASIC HOURS

As scheduled and agreed upon Monday-Friday. Average 8-10 hours per week. Working remote optional.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.