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FOR SOCIAL RESPONSIBILITY**

RIVER VALLEY REGIONAL YMCA ACCOUNTANT JOB DESCRIPTION

Job Title: **Accountant**
Reports to: **CFO**

Branch Location: **RVR Metro**
FLSA Status: **Full-time Non-Exempt**

POSITION SUMMARY:

Employment at the YMCA gives an individual the opportunity to strengthen communities and change lives, including their own. No matter your role, a YMCA employee should take satisfaction in knowing their work is helping to empower young people and can improve the health and well-being of future generations. As a YMCA employee, you will work alongside diverse leaders with different backgrounds, perspective and strengths in connecting with your community.

The primary responsibility of the Accounts Payable Staff Accountant is to support the Chief Financial Officer in carrying out the daily, monthly and yearly accounting functions of the YMCA. The candidate is required to prepare accurate and timely reconciliations of general ledger accounts, audit, analyze and verify fiscal records and reports, prepare financial and statistical reports, and provide information to YMCA staff regarding accounting practices and procedures.

The YMCA is looking to hire an enthusiastic, creative, and reliable staff member who can share in the YMCA values of honesty, respect, responsibility and caring. Some benefits included in this position are a 50% reduction in childcare expenses and various other program discounts, retirement plans and free membership as well as professional development opportunities. All full-time positions within the Y organization also provide for paid time-off, holidays as well as health insurance, Life and Short-Term Disability benefits.

QUALIFICATIONS AND JOB SKILLS:

1. Knowledge and prior use of Generally Accepted Accounting Practices and fund accounting.
2. Strong accounting skills and the ability to operate sophisticated accounting software.
3. Attention to detail with strong organizational and time management skills with excellent multitasking skills.
4. Strong service orientation and ability to work with diverse groups of people.
5. Ability to communicate effectively with supervisors, co-workers, vendors, clients, outside agencies and the general public.
6. Working knowledge of Excel, Word and Outlook and desire to learn other applications.
7. Ability to work effectively and efficiently with little or no supervision.
8. Compliance with Act 33&34, to include documentation of Child Abuse History (Form CY-113) and Criminal History (Form SP-164).

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Bachelor's Degree in accounting and a minimum of three (3) years of accounting work experience.
2. This position requires a valid Pennsylvania Driver's License, as he/she must be able to travel for work related reasons as needed.