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YMCA OF LANSING JOB POSTING

Staff Accountant

General Function: The Staff Accountant is responsible for providing accurate financial reports and information for the YMCA while monitoring all funds and account balances within the organization. The position assists the Controller by managing the daily tasks of the Cash Receipts, Account Receivables and Payables.

Job Requirements:

- Two to four year degree in Accounting or related field with 2 years experience working in an accounting department
- Must demonstrate a competency in fund accounting, accounts payable, cash receipts, tax and audit preparation and bank reconciliation
- Be able to prepare and present reports for daily and monthly reporting
- Have proven ability to work with colleagues and in maintaining strong interpersonal relationship with co-workers
- Need to have working knowledge and experience in accounting software, Excel and Word
- Must be self-motivate and able to manage multiple projects

Position Responsibilities:

- Process all invoices and check requests from the branches with proper coding, approval and terms. Enter all into accounting system with payments being mailed once a week.
- Maintain filing system of invoices and check requests as well as all report files.
- Examine vendor statements, obtain and process invoices not submitted for payments and balance at month end a record of all invoices paid from funds other than operating funds.
- Process invoices for EFT and credit card payments
- Data entry of standard journal entries accrued utilities, postage and prepaid expenses for month end processing
- Help prepare all monthly journal entries, managerial reports and financial reports for the branch executives and managers, while assuring the accuracy of the fund balances.
- Prepare and audit monthly bank reconciliation's of the YMCA's various bank accounts
- Work with the IT Director concerning transactions, reports and deferred balances
- Prepare schedules and reports, and ensure their accuracy and timeliness for the preparation of the annual audit
- Help in the preparation of the yearly budgets and account balances for year-end closing
- Process all invoices and check request with proper coding, approvals and terms
- Create 1099's for new vendors; maintain W-9s and liability insurance certifications
- Assist Controller with projects and other duties as needed
- Aid in the Annual Campaign as needed
- Other duties as assigned

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: full-time; \$30,000 - \$40,000 (includes vacation, medical/dental and life insurance as per the personnel policy, 12% employer funded retirement plan when applicable)

Resumes until: April 15, 2019

Include: Cover letter, resume, three professional references.

Contact: Amy Stearns, Director of HR & Risk, careers@ymcaoflansing.org