

Ashland Family YMCA

Job Title: Bookkeeper

Supervisor: Executive Director

Salary: part-time, hourly. Could be full-time hourly for a candidate with a versatile skill set.

General Function: Oversee the YMCA's financial data and compliance by maintaining accurate books on accounts payable, payroll and daily financial entries and reconciliations. Perform daily accounting tasks, prepare monthly statements and report financial data upon request to Executive Director and Board of Directors.

Qualifications:

Minimum 2 years of experience in bookkeeping or accounting

Proficient in QuickBooks and Excel with ability to learn new software

Organizational and communication skills

Payroll experience a plus

Must pass a criminal background check

Job Duties:

Pay bills – enter bills and invoices in QuickBooks

Record payroll in QuickBooks, be backup for payroll transmission

Export from Daxko and record in QuickBooks previous day's receipts

Take prepared deposit to bank

Track SAIF qualified payroll

Reconcile Y-retirement to payroll

Reconcile all bank, money market, and investment accounts

Reconcile all prepaid accounts, credit card statements/receipts

Record team gymnastic activity

Record bank draft, financial assistance, cash advance, gift certificate, current support, and % salary employee activity

Prepare financial documents: Operating funds statements, Balance sheet, Investment accounts, Accounts payable, trial balance, additional month-end reports

Prepare budget, record in QuickBooks

Prepare documents for auditor

Attend and take notes at monthly finance committee meetings

Maintain and update depreciation schedules

Other:

Maintain confidentiality in all aspects of this position

Maintain professional attitude and manner

Treat all employees with dignity and respect

Perform other duties as assigned

The statements of this job description are intended to describe the general nature and level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Signature

Date