



**Job Title: HR & Bookkeeping Coordinator  
(Part/Full-time; Non-Exempt)**

**Department: Admin/HR/Finance**

**Reports To: Senior Staff & Member Experience Director**

**Salary: \$20 - \$24/ hour**

**POSITION SUMMARY:**

The HR & Bookkeeping Coordinator will provide essential support to both the Senior Director of Staff and Member Experience and the Finance Director, performing a variety of HR, member support, and financial tasks. This role is responsible for assisting in the daily operations of HR processes, payroll, bookkeeping, and financial data entry. The Coordinator plays a key role in ensuring smooth administrative processes that support the mission of the YMCA and enhance the experience for both staff and members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Human Resources Support**

- Assist in the recruitment, hiring, onboarding, and training processes for new hires.
- Help manage and maintain employee files, ensuring confidentiality and accuracy.
- Assist with payroll processing in coordination with the Finance Director, verifying timesheets and processing adjustments.
- Provide basic support for employee questions on HR policies, benefits, and pay.
- Assist and coordinate employee training sessions, including compliance and development programs.
- Support Senior Director in organizing member services staff meetings and maintaining consistent customer service standards.
- Assist with administrative and customer relations tasks in Member Services department as needed.

**Bookkeeping and Financial Support**

- Assist the Finance Director with accounts payable and receivable processing, ensuring timely and accurate entries.
- Perform daily cash/check deposits and process checks for mailing weekly.
- Open mail and scan documents to the Finance Director daily.
- File paid invoices as needed and scan paperwork from the Finance Director's inbox daily.
- Reconcile financial records, including bank and credit card statements, under the guidance of the Finance Director.
- Prepare basic monthly financial reports and support the audit process by compiling required documentation.



- Monitor and track petty cash, deposits, and receipts, maintaining accurate records for financial tracking.
- Support payroll reconciliation efforts, collaborating with HR and Finance to resolve any discrepancies.
- Help maintain compliance with financial policies, supporting the Finance Director with budget and cash flow management.

#### **Other Administrative Duties**

- Send monthly emails for Youth to Teen & Teen to Adult transitions.
- Serve as a point of contact for YMCA staff for administrative questions and policy clarifications.
- Participate in regular meetings with the HR and finance teams to support ongoing projects and initiatives.
- Assist with special projects as directed by Senior Director and Finance Director.
- Perform other duties as assigned.

#### **JOB DUTIES**

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Must be able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Ensure confidentiality when handling sensitive, proprietary, or confidential information.
- Maintain a positive image at all points of contact with members of the public.
- Assist program directors with specific tasks as assigned.
- Maintain professional attitude/manner and respectfully take direction from Supervisor.

#### **QUALIFICATIONS**

- Associate's degree in HR, Accounting, Business, or a related field, or equivalent experience.
- Minimum of 2 years of experience in an HR or bookkeeping role, preferably in a non-profit setting.
- Strong organizational skills with attention to detail and accuracy.
- Ability to handle sensitive and confidential information.
- Proficiency in Microsoft Office Suite; experience with accounting software is a plus.
- Effective communication skills, with the ability to work well with diverse teams and support a positive organizational culture.
- Ability to multitask, prioritize tasks, and meet deadlines.
- CPR/AED certification (or willingness to obtain).
- Must pass a background check.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the



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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

- Must be able to lift/move up to 50 pounds.
- Ability to sit for long periods and perform repetitive tasks.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The statements of this job description are intended to describe the general nature and the 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 for this position.

Prepared By: Senior Staff/Member Exp. Dir.

Approved By: CEO

Prepared Date: 11/07/2024

Approved Date: 11/08/2024

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