

Finance & Accounting Assistant

The YMCA is seeking an experienced, energetic, and positive individual to join our team, with ambition to excel.

YMCA

Boothbay Region and Central Lincoln County YMCA

Location

Boothbay Harbor, ME
Damariscotta, ME

Job Description

This “**shared service**” position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Supports the Director of Finance & Business Services with the financial matters, operating systems, and human resources for the **BOOTHBAY REGION and CENTRAL LINCOLN COUNTY YMCA’s**. The Finance & Accounting Assistant’s primary responsibility will be to work closely with the Director in maintaining proper records, accounting of financial assets, AP & AR, and payroll.

Essential Functions

- Assist with the daily tasks as related to the financial processes and procedure that include daily deposit of receipts, accounts receivable, accounts payable data integrity, and internal controls.
- Assists Director of Finance & Business Services to ensure operations are consistent with the YMCA’s administration procedures in the areas of finance, purchasing, fundraising.
- Assists in the preparation of financial/administrative reports as specified by the Director of Finance & Business Services.
- Assists with the preparation and distribution of various reports or information as appropriate for each YMCA.
- Assists Director of Finance & Business Services in preparing for monthly Finance Committee and Board Meetings; reports, minutes, meals, supplies, etc., as required.
- Responsible for the billing and collection of Day Care program fees. This includes registration and tracking of participants, receipting payments and sending collection letters where appropriate.
- Responsible for CCFP Food Program reporting and claim preparation.
- Maintain office supply inventory, purchases office supplies, and schedules maintenance of office equipment.
- Supports HR, personnel and payroll administration.
- Performs other duties as assigned.

Qualifications and Critical Capabilities

- Minimum of two years or comparable experience in a similar position.
- Advanced training and educational background appropriate for the position Advanced computer skills, including intimate knowledge of Microsoft Office products such as word, publisher, excel, power point or the equivalent.
- Basic working knowledge of bookkeeping functions.
- Highly-organized.
- Willingness to learn new computer programs that support the YMCA’s business.

- Strong interpersonal skills
- The ability to work with the public in a positive and friendly manner.
- Ability to work in a fast paced environment and the willingness to work as a team member promoting the YMCA mission.

Cause-Driven Leadership® Competencies

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assess personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Salary: \$35,000.00 - \$38,000.00

How to Apply:

Apply by Email, send cover letter and resume to: dworster@brymca.org