Finance & Accounting Clerk

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.

- Assist with the development and maintenance of an accounts receivable database for Child Care Food Program. Including but not limited to child care billing and state subsidies.
- Assist Finance Assistant with collections.
- Assist with cash reconciliation and daily deposit.
- Maintain account payables documentation, data entry and communication with vendors.
- Assist with recording general month end accounting entries and assist in production and distribution of monthly financials.
- Responsible for month-end bank reconciliations
- Maintains fixed asset ledgers and depreciation schedules.
- Responsible for year-end verification of resale merchandise inventories.
- Act as back up to Marketing and Member Services as backup to the front desk.
- Support all other responsibilities as assigned.
- Assist in Human Resource administration.
- Major component of this position will be the added responsibility of Camp Registrar.

Critical Capabilities:

- 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 and financial transactions.
- Highly-organized
- Excellent problem solving skills with attention to detail and accuracy.
- 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.
Education:
- Degree in Accounting or substantial course work in completing degree.

Work Experience:
- Minimum of two years of comparable accounting experience in a similar position.

Well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Salary: $33,000

How to Apply:

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