



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: Bookkeeper
FLSA Status: Non-Exempt, Part-Time

Reports to: President/CEO, Vice President/COO
Revision Date: March 2022

ORGANIZATION MISSION AND DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation, and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

We are an established, professional, and fun non-profit that works to empower KY teens, our alumni, and our staff. Our team consists of hardworking and passionate professionals who excel in their career. Each day we strive to create a positive staff culture that allows for all employees to share their ideas, have fun, collaborate with others, work within a team and individually, plan their own schedules, and be creative. We are a Y for all and recognize strength in diversity.

DIVERSITY & INCLUSION STATEMENT:

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

POSITION SUMMARY:

The Bookkeeper position manages financial records and any administrative needs. This position reports to the President/CEO and Vice President/CEO and must handle and keep discretion of confidential information relating to financial records, payroll, and assorted administrative information.

This position supports the organization's mission by providing up-to-date financial records, handling accounts payable, accounts receivable, and assisting in the evaluation of financial decisions. The Bookkeeper should be a self-starter who requires limited supervision over recurring tasks.

ESSENTIAL FUNCTIONS:

The position description and responsibilities listed are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- Work with the Office Manager to ensure all transactions have been posted to the organizational accounting software
- Regularly communicate with the Office Manager regarding any notable charges, deposits, and changes
- Assist as needed with reporting of participation, scholarships, and demographics for staff and Y-USA
- Process all accounts receivable and payable, including receipt processing, deposits, printing and mailing checks
- Run reports from POS, online donation, and payment systems for proper reconciliation
- Handle all outreach regarding communication in calculating invoices owed and payments received
- Retain all invoices, check stubs, and deposit slips for proper filing and documentation
- Utilize accounting software and Excel to evaluate cash projections/forecasts
- Ensure timely production and distribution of monthly financial statements, including reconciliation of bank account and investment fund

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- Work with accounting firm for an annual audit of the organization's ledger and reporting to Y-USA
- Develop financial procedures and policies in line with the needs of the organization
- Coordinate communications with the bank and regular cash and check deposits
- Assume all other responsibilities as deemed necessary or assigned

QUALIFICATIONS:

The KY YMCA is an anti-racist, multicultural, pro-equity organization, committed to a diverse workplace and is seeking a diverse pool of qualified candidates.

- Associate's degree or higher in accounting or related field, and/or NACPB/AIPB Certification
- Must be 21 years or older
- Professional experience in another nonprofit preferred
- Experience with Salesforce, QuickBooks Online, and/or comparable systems
- Proficient use of Microsoft Office, particularly Word and Excel
- Experience working independently and with a team
- Organization, detail-focused, and independent time management skills
- Able to communicate clearly and professionally in-person, over phone, and via email
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers, staff, and Board members
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community with a track record of building authentic and constructive relationships with others
- Demonstrate a high degree of self-initiative and commitment to expand skills and expertise through a variety of methods, including self-study, working/mentoring with colleagues, and both internal and external training

BENEFITS:

- Hourly range: \$18-\$20
- 20-29 hours per week, with fluctuations throughout the year
- Professional development support related to job duties
- Results-oriented, flexible work environment with some ability to work remotely
- Fun and energetic team environment
- Staff culture focused on professional development, quality results, high-impact programs, celebrating staff successes, and happy employees
- Qualifying mileage paid at the state rate (when mileage exceeds amount stated in personnel policy)
- Potential for local Y membership (dependent upon area of residence)
- Additional employee benefits offered through payroll providers

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values of caring, honesty, respect, and responsibility. Shows up welcoming, nurturing, genuine, hopeful and determined. Cultivates and retains the trust of others through direct and honest interaction. Engages community members in a way that builds commitment and loyalty in the work of the Y.

Collaboration: Advocates for inclusion and diversity throughout the organization. Appropriately addresses and corrects behaviors and practices that don't support inclusion. Helps build effective teams and community partnerships by fostering a common vision. Manages conflict constructively, with team and community. Assesses team dynamics and takes appropriate actions to engage team in ongoing work. Communicates needs and goals effectively, while demonstrating empathic listening for others. Able to tell the story of the Kentucky YMCA's cause and impact in the community.

Operational Effectiveness: Able to analyze, comprehend, and articulate operational goals and strategies of the organization. Able to anticipate likely outcomes and decide best course of action, while balancing risks and implications across multiple projects. Incorporates creative thinking and discussion techniques to meetings and

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brainstorms. Builds perspective by engaging others in open dialogue. Sets the norm of continuous improvement. Willing and excels in self-management of multiple ongoing projects, and setting clear goals and processes. Holds self and team accountable for high-quality, timely, and cost-effective results.

Personal Growth: Has a passion for learning that drives the pursuit of new knowledge and ideas. Listens and observes to gain new insight and continually improve performance. Actively supports and remains accessible to others during times of change or stress (e.g. conference seasons). Manages emotions appropriately and avoids becoming defensive or asserting inappropriate control when under pressure. Approaches others and addresses sensitive issues in a productive and non-threatening manner. Has functional knowledge to complete the job, and uses best practices as a framework to improve performance.