



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of PATERSON

Job Title: Accounting

Leadership Level: Team Leader

FLSA Status: Exempt

Reports To: CEO

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction and supervision of the Facility and Resident Director, the Assistant is responsible for assisting the director in the day to day operations and issues in the YMCA building and to assist with residential day to day management. The resident and facility assistant also works to advance and leverage the YMCA of Paterson's cause and brand.

HOURS: Monday – Friday 8:00am-5:00pm

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

LEADERSHIP COMPETENCIES:

- Collaboration
- Communication & Influence
- Philanthropy
- Operational Effectiveness & Fiscal Management
- Program/Project Management

Responsibilities:

1. Develops, coordinates and manages oversight of the YMCA of Paterson annual budget.
2. Serves as the staff liaison to the Finance Committee. Prepare monthly financial reports and analysis for presentation at monthly Finance Committee and Board of Trustee meetings.
3. Prepares annual financial statements for Association audit.
4. Maintains oversight of Association accounting practices.
5. Maintains fiscal and corporate records.
6. Manages the preparation of the annual external audit and assist in the presenting information to improve the community's understanding of the Y's mission through the 990 tax return.
7. Maintains oversight of Annual and potential Capital Campaign finances.
8. Supervises and manages the accounting functions of:
 - a. Purchasing
 - b. Accounts Payable
 - c. Accounts Receivable
 - d. General Ledger, Cash Flow, & P&L Statements
 - e. Bank Account and Balance Sheet Reconciliations
 - f. Property and Fixed Asset Accounting
 - g. Leases and Contracts
 - h. Internal Auditing
 - i. Document Retention
 - j. Insurance Renewals
9. Recruits, hires, trains, supervises, schedules, coaches and evaluates staff and volunteers within the Business Office, to provide a safe and enjoyable work environment.
10. Conducts comprehensive annual performance review of staff, recognizing performance and providing counsel, feedback and direction for improving performance.
11. Conducts 90 day review of all new department staff.
12. Assures that Association financial reports are generated as required and distributed to all department heads in a timely manner.
13. Assists department heads in the development of pro forma budgets for potential projects as needed.
14. In compliance with the fiscal management policies of the association, supervises the accounting department to assure timely and accurate recording of all financial data, following generally accepted accounting practices.



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15. Ensures that department purchases and expenditures are in accordance with the approved budget.
16. Monitors operating statements on a monthly basis and notify department heads and their supervisors about discrepancies and needed corrections.
17. Prepares and approves department payroll.
18. Serves on the Financial Assistance Committee, track scholarships by department and maintain at budgeted levels.
19. Reviews execution of contracts with vendors and suppliers. Ensure that competitive bidding occurs whenever possible.
20. Maintains and reports on the overall fiscal health of the Association.
21. Analyzes systems and procedures for efficiency and effectiveness.
22. Analyzes operating activities (such as class size, facility usage and events) for efficiency, effectiveness and profitability vs mission. Completed through annual cost study.
23. Assist in the articulation of the Y's mission, values and beliefs through the interpretation of finances.
24. In cooperation with the auditors, assures that:
 - a. Approved internal control processes are followed.
 - b. Accounting staff are complying with proper bookkeeping procedures.
25. Oversees periodic internal audits.
26. Develops strategic financial goals for the association and incorporates into operations.
27. Provides computer support and functions as backup in all business office areas.
28. Responsible for Investment Funds management, ensuring that investment funds are properly used & managed according to fund policies.
29. Along with the President & CEO, serves as a Y representative to the Association's Banking Institutions.
30. Assures that all staff under the incumbent's supervision and all supervisory staff understand and comply with all personnel and other policies developed by the Board of Directors and professional staff. As a member of the professional staff, share responsibility for the administration of the overall Association.
31. Maintains discipline with children during all activities under the guidelines of the YMCA of Paterson Child Abuse Prevention Policy and Code of Conduct.
32. Follows all YMCA of Paterson policies and procedures.
33. Carries-out all aspects of the current strategic plan relative to his/her position.
34. Participates in Association-wide activities and events.
35. Represents the YMCA of Paterson in appropriate professional organizations and committees within the local community, as well as, in statewide YMCA activities.
36. Performs other job-related tasks as requested and necessary.
37. Keeps the President/CEO & Board Finance Committee apprised of matters requiring their attention.
38. Lends support to any other area of Development, as needed.
39. Performs other duties as assigned by VP and CEO,
40. Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.
41. Participates in Y activities, such as committees, special events, Healthy Kids Day and Annual Campaign and other youth development and food related events,

Qualifications

1. Bachelor's degree in accounting, finance, business management or related field.
2. Minimum of 4 years' experience in a management role, overseeing financial operations including the supervision of staff.
3. Minimum of 3 years' experience in administering and ensuring data integrity of a comprehensive accounting System.
4. Comprehensive knowledge of federal and state accounting/financial regulations.
5. Proficient in accounting software, database management and Microsoft Office.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____



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Vice President of Administration Name

Vice President of Administration Signature

Today's date: _____

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."