

YMCA Administrative Assistant position to the YMCA and CEO

This position supports the work of the YMCA. Receives and maintains all information pertaining to the Accounts payable and accounts receivable and HR systems. Additionally, provides secretarial and high-level administrative support to the CEO and assigned executive staff. This person shall be responsible for aiding and supporting business office. This individual should be highly organized with attention to detail and has ability to prioritize as needed in carrying out administrative work and other assignments as directed.

Essential functions:

- *Recording transactions- inputting daily financial transactions into the accounting system, including sales, purchases, receipts, and payments

- *Accounts payable – managing and processing payments to vendors, suppliers, and other creditors. Verifying and recording invoices and ensuring timely payment

- *Accounts Receivable -generating and sending invoices, tracking receivables, and following overdue payments working closely with the membership director.

- *Expense tracking – Monitoring and categorizing company expenses. Ensuring that expenses are properly allocated in the accounting system

- *Data entry – inputting and updating information in databases, spreadsheets, and other organizational tools.

- *Record keeping – maintaining organized and up-to-date records, including all personnel records, contracts, and other important documents.

- *Meeting coordination – arranging and coordinating meetings, including scheduling and providing necessary materials

- *Office organization - maintaining a well-organized office environment, including filing documents, and managing office supplies.

*SOFTWARE proficiency - unitizing accounting software and other relevant tools.

*Help coordinate special projects and fundraisers.

CONFIDENTIALITY: ENSURING THE CONFIDENTIALITY OF ALL FINANCIAL INFORMATION AND SENSITIVE DATA

Qualifications:

- Experience bookkeeping in similar administrative role
- Proficient in using accounting software
- Strong attention to detail and accuracy in financial data entry
- Effective communication skills, both written and verbal
- Knowledge of Human Resources and payroll
- High level of integrity, honesty and professionalism