



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA of Greater Syracuse
Job Posting**

Job Title: Assistant Bookkeeper
FLSA: Non-exempt – Seasonal/Temporary
Work Schedule: Daily hours will vary; 8 hours/week
Dates: June 6th to August 31st, 2017

Reports To: Membership & Program Accounting Supervisor
Work Location: East Area Family YMCA

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Membership & Program Accounting Supervisor, the Assistant Bookkeeper will assist with a variety of the day-to-day operational functions in support of the Branch Programs to include; administration and maintenance of the program data base (CCC), camp/childcare billing, post and process all fees, collect past due fees, create and run statistical reports and communicate effectively with members and Program Directors as it relates to YMCA Programs. This position will also assist the Membership & Program Accounting Supervisor with daily functions as needed.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Implement all YMCA of Greater Syracuse business policies and procedures.
- Assist with all billing payments relating to childcare and camp.
- Assist with the processing of Childcare and Summer Camp scholarships.
- Compile program statistics, generate and run reports. Run weekly camp rosters for Directors.
- Assist in preparing and sending letters regarding past due fee amounts. Make follow up late calls to members.
- Verify and file information regarding all camps (excluding Iroquois), including immunizations, medical records, pick up authorizations and payments.
- Assist with parent emails.
- Respond to member inquiries and requests in a timely and effective manner.
- Attend all required staff meetings, trainings and workshops.
- Process medical inputs for camp and childcare in CCC.
- Other duties as assigned by Supervisor.

Experience and Education:

- Associates Degree in Accounting, or
- A minimum of at least three years of accounting related experience and customer service.

Qualifications:

- Knowledge of and ability to utilize and manage Program Information through CCC.
- Understand the principles of accounting and a solid understanding of general accounting principles.
- Excellent communication skills, both written and verbal.
- A professional personal image and the ability to work harmoniously as a team player with staff, members, volunteers and the business community are imperative.
- The ability to observe confidentiality.
- Perform a variety of duties involved in the design and layout of printed and graphic materials.
- Strong computer skills using Microsoft Office Programs, especially Word, Excel and Publisher, also experience with data base management software.
- Good analytical skills.
- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Strong organizational and time management skills and the ability to multi-task with minimal direction. Requires strong attention to detail.
- Possess and demonstrate excellent customer service, decision-making, and leadership skills.
- Read, interpret and effectively communicate, document information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc.

- Ability to communicate effectively with others, promote the benefits of the YMCA, the facility and programs, and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety training prior to assignment to initial position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Youth Protection training within the first 90-days of employment.

Effective Return on Investment:

1. Program database is kept current and accurate.
2. Enhanced Program information and membership retention.
3. Relationships with Program Directors, members and volunteers remain cordial.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift and/or carry and move up to 20 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally performed in a typical office environment. At times, the employee may be required to travel and exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Dena Troubetaris, Membership and Program Accounting Supervisor, at (315) 637-2025, ext. 212 or email their application to dtroubetaris@syracuseymca.org, or Suzanne LeRoy, Director Human Resources at (315) 474-6851, ext. 311 or email their application to sleroy@syracuseymca.org, no later than June 2, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.