

Y M C A O F S O U T H E R N I N D I A N A



J O B A N N O U N C E M E N T

POSITION: ACCOUNTANT

SUPERVISOR: CHIEF FINANCIAL OFFICER

STATUS: FULL TIME EXEMPT

SALARY RANGE AND BENEFITS:

\$35,000 - \$45,000

The YMCA provides full health and dental for the individual at \$20/month, plus 50% of additional premium for family, full retirement at 10% after two years of service; vision, life insurance, short and long term disability, attractive PTO/holiday benefits, and opportunity for advanced education and training.

KEY RESPONSIBILITIES:

Analyze, reconcile and maintain the automated general and subsidiary ledgers; Prepare accurate monthly financial statements and supplemental reports for management and the board; Review budget variance reports with program and operations directors on monthly basis; Maintain grant and program files to ensure proper use of funds, timely reimbursement of expenses, and documentation necessary for compliance audits; Maintain and publish chart of accounts; Assist in preparation of annual budgets and the calculation of standard rates; Develop corporate and branch overheads, standard labor rates and analyze monthly variances; Development and implement a centralized procurement function; Maintain monthly closing schedule and prepare necessary reconciliations; Perform petty cash audits, payroll audits, and audits of daily cash collection functions at all branches; Assist in the implementation of new and/or updating of accounting systems; Automate and streamline accounting processes and internal controls; Develop and maintain written procedure manual and procedure flow charts; Perform other functions as assigned

QUALIFICATIONS:

Education: Bachelor degree in accounting from an accredited university

Experience: Five years experience in accounting in a highly automated environment.

Skill: Expertise in Excel, Word, PowerPoint and other computer based applications. Must be self-motivated, a team player, and have strong communication skills.

Proven experience in writing complex Excel programs.

APPLICATION DEADLINE: SEPTEMBER 3, 2010

Submit application or resume to e-mail: GreatJobs@YMCASI.org

OR mail:

Great Jobs
YMCA of Southern Indiana
33 State Street
New Albany, IN 47150

Y M C A O F S O U T H E R N I N D I A N A

W E B U I L D S T R O N G K I D S , S T R O N G F A M I L I E S , S T R O N G C O M M U N I T I E S .