Job Title: **Staff Accountant**

FLSA Status: Exempt

Reports to: Accounting Manager

Leadership Level: Leader

Primary Function/Department: Accounting

Revision Date: 10/11/2021

**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. The Staff Accountant at YMCA of Reading & Berks County maintains a supportive, positive atmosphere that welcomes and respects all individuals and coordinates intermediate level accounting functions such as general ledger/account maintenance, account reconciliation, data processing and reporting.

**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.

**ESSENTIAL FUNCTIONS:**

1. Perform weekly processing of accounts payable transactions including the review of all invoices, check requests, and general ledger coding. Prepare accounts payable checks, mail payments, answer accounts payable inquires, and maintain accounts payable support and reports.
2. Create journal entries and gather appropriate back-up information for the timely and accurate recording of transactions in the general ledger where requested. This may include cash receipts, cash disbursements, payroll, prepaids, accruals, deferrals, and other miscellaneous transactions.
3. Prepare/Assist with general ledger account reconciliations as directed. Prepare bank reconciliations for designated bank accounts.
4. Assist in producing the monthly financial reporting package per the established time schedule where possible.
5. Participate in the coordination of the YMCAs annual budget process. This includes both providing data input, and soliciting information from other functional managers.
6. Assist in the completion of the annual audit process.
7. Coordinate effective communication and reporting with outside parties, such as vendors, government agencies, charitable organizations, donors, and the National Council of YMCAs.
8. Provide assistance with the standardization of transaction processes and internal controls throughout the YMCA system to assure timeliness, accuracy, and uniformity of treatment of financial transactions.
9. Process reports as required to outside organizations for satisfying monthly grant submittals or other revenue streams.
10. Coordinate compliance with the YMCA’s document retention policy.
11. Processes office petty cash and replenishes accounts as needed.
12. Other duties and projects as assigned.

LEADERSHIP COMPETENCIES:
• Critical Thinking & Decision Making
• Fiscal Management
• Program/Project Management

QUALIFICATIONS:
• Bachelor’s degree in accounting or related field preferred or Associate’s degree in accounting or related field plus at least one year of accounting experience (or equivalent).
• Knowledge of general ledger and accounting functions.
• Knowledge of and expertise with computerized accounting systems and sound working knowledge of spreadsheets and word processing.
• Excellent problem-solving skills.
• Must be highly organized and can work with confidential matters.

WORK ENVIRONMENT & PHYSICAL DEMANDS:
• 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.
• While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
• The employee must occasionally lift and/or move up to 10 pounds.
• Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
• The noise level in the work environment is usually moderate.

SIGNATURE:
I have reviewed and understand this job description.

__________________________________ _________________________________
Employee’s name     Employee’s signature

Today’s date: _______________________

The Y: We’re for youth development, healthy living, and social responsibility.