



ACCOUNTING SPECIALIST JOB POSTING

Division/Department: Executive

Job title: Accounting Specialist

Type of position:

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

Hours 40 /week

- Exempt
- Non-exempt

Pay Range: \$37,000 to \$42,000

Reports to: President/CEO

Supervises: N/A

General Description:

Maintains the accounting system and internal controls to ensure reliable and timely financial reporting; develops and tracks agency, departmental, and grant budgets; maintains the payroll and benefits systems; maintains accounts payable and accounts receivable activities; serves as a liaison with the Finance Committee of the YWCA; and provides all financial reporting, forecasting, and analysis needed to manage the finances of the organization and its programs.

Performance Expectations:

Ensures reliable and timely financial reporting by:

- Maintaining the accounts payable and accounts receivable systems, with responsibility for fitness billing and receivables.
- Maintaining the payroll and benefits systems.
- Preparing monthly and as-needed financial reports for staff, Board committees, and the Board of Directors.
- Monitoring internal control mechanisms.
- Providing analysis of revenue and expenses and making recommendations for change as needed.
- Maintaining accounting procedures and training staff on the proper application of the procedures.
- Providing support to the external auditing process and any other external financial monitoring.
- Overseeing IT system needs.

Maximizes investment earnings by:

- Regular projection of cash demand.
- Maintaining strong relationships with investment professionals to ensure quality service in meeting investment needs.

Provides payroll and benefit administration by:

- Processing accurate and timely direct deposit payroll and internal payroll reports.
- Preparing all required state and federal reports.
- Maintaining the benefits tracking and administration systems.

Ensures effective use of property and equipment along with appropriate risk management through insurance coverage by:

- Providing for ongoing and periodic maintenance of major building systems and equipment.
- Maintaining systems to ensure accountability for building use.
- Reviewing, revising, and renewing insurance coverage as needed.

A Successful Accountant will:

- Thrive on maintaining a sound accounting system for the YWCA.
- Have a passion for the YWCA's mission of empowering women and eliminating racism.
- Enjoy the role of supporting Board, staff, volunteers in a successful organization.
- Enjoy a fast-paced environment with multiple, competing internal projects.
- Work effectively and efficiently in a fast-paced, frequently changing environment.
- Communicate effectively verbally and in writing.
- Be a self-starter and work independently.
- Enjoy being a team player.

Work Experience**Requirements:**

- Minimum three (3) years' successful small business accounting experience, including preparation of monthly financial statements.
- Computer proficient in Microsoft Office and QuickBooks.
- Excellent organizational and analytical skills to develop strategies for financial success of YWCA.
- Ability to work independently.
- Strong sense of ethics and professional judgment.
- Strong negotiation and liaison skills. Ability to deal effectively and persuasively with management, staff and customers. Must display tact, diplomacy and confidentiality in difficult or sensitive situations.

Preferred:

- Two years' accounting experience in a non-profit organization.

Education**Requirements:**

- 18 hours of accounting coursework completed.

Preferred:

- BBA in Accounting

Additional Requirements

- Ability to use own personal vehicle, have a valid Texas driver's license, or ability to attain one within two days of employment, good verifiable driving record, 25 years or older for YWCA insurance compliance allowing the organization to carry the minimum state liability insurance.
- Ability to walk, bend, stoop, twist at waist, reach, climb stairs, and lift a minimum of 30 pounds

To apply, submit application, resume & 2 Letters of Reference from past supervisors to:

YWCA Administrative Office

4601 Corona, Corpus Christi, TX 78411

361-857-5661 ext. 104; 361-857-0254 (fax)

ywcacc@ywcacc.org