



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

ACCOUNTING SPECIALIST

Current Date: 6.6.17
Hiring Supervisor: Elizabeth Crawford
Number of Positions Open: 1
Date Position Begins: As Soon As Possible
Applications Accepted through: Until Filled
Date of Interviews: To Be Announced
Days and Hours: Monday – Friday – Full Time
Location of Position: Salt Lake City
Wage: \$30,000 - \$40,000

Position : Are you an experienced accounting professional looking for a hands-on opportunity to support the YMCA of Northern Utah in its accounting operations and find a long-term place to call home?

We are seeking an Accounting Specialist to join our team.

General Skills & Abilities: Under the guidance of the Controller, the Accounting Specialist is responsible for maintaining accounts payable, accounts receivable, payroll processing and various general ledger functions in accounting systems and for supporting fiscal management functions throughout the Association. The Accounting Specialist also assists with development of policies and ensures their implementation. The ideal candidate will exhibit attention to detail and timely delivery of various reports while working in a dynamic and ambiguous environment. The goal for the Association is to be responsive and capable to respond to its mission and the needs of its constituents.

- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

Position Requirements: Previous Work Experience: 3 years previous experience in organizational and management accounting experience with an annual budget of at least \$1 million in annual revenue. Advanced Excel experience, QuickBooks experience preferred.



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Education Requirements: Bachelor's degree in accounting – preferred but accounting experience may compensate.

- Non-profit accounting experience preferred.
- Must be able to pass a background check with fingerprinting prior to or within 10 days of hire date.
- Computer Proficiencies: Microsoft Office, Google Platform (Gmail, Calendar, Google Docs). Effectively use a computer for word processing, spreadsheets, research and budgeting.
- Strong knowledge and ability to work within various databases and payroll systems.
- Must have good written and verbal communications skills.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Attention to detail.
- Cultural awareness and competency in cross-cultural practice.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must be able to maintain confidentiality and a high degree of tact and discretion is required.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Must be able to work autonomously.
- Organized and manages time well.
- Reliable and dependable.
- The ideal candidate for this role is a professional with a hands-on mind set who is looking for a long term fit.

Application Process:

Please complete the general employment interest form from our website (www.ymcautah.org). In addition, please send a current resume and a letter of interest stating your skills to:

Elizabeth Crawford
ecrawford@ymcautah.org