



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA

April 2023

### General Accountant – Payroll, A/P, GL - Ashland

At the MetroWest YMCA, our cause defines us. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive! **Pay up to \$26.00 per hour and competitive benefits!** Equal Opportunity Employer.

#### POSITION SUMMARY:

Reporting to the Chief Financial Officer, the **full time General Accountant will be located in the MetroWest YMCA Association Office in Ashland and assist in the biweekly payroll, day to day processing of accounts payable transactions, and general accounting duties such as but not limited to journal entries, reconciliations, daily recs, and budget analysis. They will provide training and support on all YMCA business systems, including member management, accounting, budgeting, payroll, human resources and state contract billing. They will assist in the implementation of new software systems. They will assist Payroll for camp hiring season.**

#### ESSENTIAL FUNCTIONS:

1. Assist with bi-weekly Payroll
  - a. Enter new employees into the Payroll system
  - b. Gather required employee paperwork
  - c. Review time sheets
  - d. Problem solve time sheet errors
  - e. Interact with coworkers to resolve issues
2. Process Accounts Payable invoices
  - a. Receive and verify invoices and requisitions for goods and services for appropriate documentation and approval prior to payment
  - b. Verify that transactions comply with financial policies and procedures
  - c. Prepare batches of invoices for payment
  - d. Prints and obtains signatures on all accounts payable checks
  - e. Distributes signed checks as required
  - f. Prepare manual checks as and when required
  - g. Prepares garnishment checks per reports from payroll
  - h. Disburses petty cash by recording entry; verifying documentation
  - i. Answers vendor inquiries
  - j. Maintains all accounts payable reports, spreadsheets and corporate accounts payable files
  - k. Ensures confidentiality and security of all financial files

3. General Accounting duties
  - a. Account reconciliations
  - b. Daily reconciliation of batches
  - c. Application of state voucher and contracted slot funds
  - d. Budget analysis
4. Ad-Hoc Reporting for branches
5. Support to staff members at various levels on all YMCA core business systems
6. Assist in deployment of new software applications
7. Assist Payroll function
8. Assist Human Resources
9. Other duties as assigned

**QUALIFICATIONS:**

- Associates or Bachelor's degree in Accounting or related field preferred
- Knowledge of payroll, accounts payable, accounts receivable and maintaining general ledgers
- Proven computer skills with Microsoft applications (i.e. Excel, Word, PowerPoint etc.)
- Excellent organizational skills and demonstrated follow through on tasks; multi-project/multi-task oriented
- Strong written and verbal communication skills
- Interpersonal and conflict resolution skills
- Ability to work independently as well as in a small team environment
- Ability to work with diverse groups of people in a friendly and consistent manner
- Must able to exercise high levels of discretion and confidentiality
- Bilingual a plus (Spanish or Portuguese)

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

**COVID Precautions:**

MetroWest YMCA is having employees and members wear masks (optional if fully vaccinated), continuous facilities cleaning, encourage frequent hand washing/use of antibacterial sanitizer, and encouraging COVID vaccinations.

Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online.

**TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG**