



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SPRINGFIELD JOB DESCRIPTION & POSITION POSTING

ORGANIZATION PROFILE:

The YMCA of Springfield is in Central Illinois. The YMCA has 2 full facilities branches as well as program locations in various school and athletic venues throughout the community. With a membership of over 18,000 and an association budget exceeding 6 million, the YMCA of Springfield is a major force in the life of our community, striving to fulfill our promise to our community and living our cause. To learn more about our community impact, view our [community impact report](#) found on our website, springfieldymca.org.

DEPARTMENT PROFILE:

The Accounting Department with a staff of 3 supports the financial services and supports personnel operations of the association in 2 branches, at 6 after school programs in community schools and an offsite camp location. The department's mission has a focus on sound and responsive financial analysis which supports programs and services to achieve the organizational mission, its annual goals and long range strategic planning.

JOB DESCRIPTION

Job Title: Program Accounting Assistant
FLSA Status: Full Time, Non-Exempt, Hourly
Reports to: CFO

Revision Date: 8/11/2017
1/1/2019

Leadership Level: Team Leader

Primary Function/Department: Accounting

POSITION SUMMARY:

Under the supervision of the Chief Financial Officer, the Program Accounting Assistant will serve in a key support role administering and managing the tools and resources which drive program registration and daily transaction reconciliation for the Downtown Branch and child care/camp billing for the Association. The daily tasks will require multi-tasking, attention to detail, a process focus and comfort working with deadlines, computer software and data entry. He/she should have a heart for teamwork, a mind for detail and a spirit for strengthening our community through the Y mission. He/she understands character development as the chief mission of the YMCA and personally exhibits a commitment to the goal in all YMCA operations.

The key components based on the priority determined by the CFO include:

- Assist the Youth Development Department (School Age Care and Camp Directors) in the process associated with registration billing, eligibility requirements, state reimbursement process, and accounts receivables. He/she will work with staff, parents and government contacts.
- Run daily reports and reconcile the transactions and drawer balances related to the daily operations of the Downtown Branch.
- Set up and maintain the program registration and processes including but not limited to computer file maintenance, credits, cancellations and class transfers for all programs associated with the Downtown Branch. He/she will work closely with department directors and the Marketing Department as well as follow-up on members' and participants' inquiries.
- Provide support to the Development Department in a clerical capacity for the Strong Kids campaign and other special events which secure funds to meet the Y's mission that no one will be turned away due to inability to pay. He/she will assist with the department's work with donors, staff, members, community organizers, business sponsors, grant funders.

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.

CUSTOMER SERVICE EXPECTATIONS:

1. Displays a friendly, helpful and positive disposition.
2. Provides customer service that is thorough, timely, organized and accurate.
3. Helps ensure the Y is meeting member and participant needs by utilizing good listening skills, attentiveness, objectivity and patience in all situations.
4. Places members and participants as the first and highest priority showing kindness and compassion at all times.
5. Demonstrates the Y core values of caring, honesty, respect and responsibility through all daily activities and responsibilities.

ESSENTIAL FUNCTIONS:

Overarching Goal: Through their planning, actions and daily work creates and fosters a welcoming environment for all persons of all backgrounds and abilities and has a positive, nurturing relationships with staff, while building cooperative relationships with parents/caregivers and program partners. Promotes and supports the potential of all in programs and facilitates peer-to-peer connections as part of the overall YMCA experience.

1. Manages the schedules and priorities as assigned as they relate to the program specific essential functions outlined in the next section.
2. Uses discretion and independent judgment in handling confidential and sensitive information.
3. Develops and maintains collaborative relationships with community organizations.
4. Assists in the Y fundraising activities and special events.
5. Responds to all program inquiries and complaints in a timely manner.
6. Maintains regular, clear, and concise communication within area of responsibility.
7. Other duties as assigned.

PROGRAM SPECIFIC DUTIES:

Youth Development

1. Process weekly billing & payments for school sites and camps.
2. Meet with directors/coordinators as needed to reconcile books.
3. Develop & implement payment plans for parents of children with past due balances.
4. Manage all functions related to processing payments, computing copayment amounts, enforcing monthly payments and collecting for draft returns.
5. Run bank draft payments bi-monthly.
6. Assist in the distribution of financial aid discounts to applicants.
7. Be present at Wa-Kon-Tah camp table to collect camp payments at the beginning of each camp week.

Accounting

1. Run daily reports including end-of-day, interface and general ledger postings. Checks accuracy of previous day's transactions.
2. Prepares daily deposits and takes to bank.
3. Processes request for transfers, drops and refunds.
4. Oversees office function of petty cash.

Development

1. Uses discretion and independent judgment in handling confidential and sensitive information.
2. Maintains highly confidential correspondence.
3. Maintains computer databases for various reports, committees and mailings.
4. Coordinates appointment schedules, assists in managing fund raising database, assists in entering contributions and pledge payments, etc.
5. Works side-by-side with campaign director and staff with a "do what it takes" attitude to raise funds for the Y.
6. Assists with clerical support including tasks related to pledge cards, campaign materials, prospect lists, campaigner data, communication, staff participation, donor data, recognition and tax related donations.

YMCA LEADERSHIP DISCIPLINES (Team Leader):

Disciplines - a broad grouping of competencies focused on a critical area that defines a cause-driven leader's ability to advance the work of the Y.

Advancing Our Mission & Cause: Provide visionary leadership to the organization and to ensure that all resources are mobilized to adapt to new challenges and needs in the community.

Building Relationships: Connect people to the Y's cause by developing inclusive relationships, partnerships and collaborations so that Ys can co-create solutions to pressing social needs.

Leading Operations: Ensure relevance, effectiveness, and sustainability of the organization so that we can continue to fulfill our promise to the community.

Developing & Inspiring People: Support the holistic development of self and others so that everyone can embrace the Y's cause, sustain the Y's culture, and inspire others to take individual and collective action to further our impact.

YMCA LEADERSHIP COMPETENCIES (Team Leader):

Competency: Clusters of observable skills and behaviors needed to be successful within an organization or role.

Change Leadership: Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

Engaging Community: Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.

Philanthropy: Secures resources and support to advance the Y's work.

Volunteerism: Engages volunteers and promotes social responsibility at all levels of the organization.

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Communication & Influence Listens and expresses self effectively and in a way, that engages, inspires, and builds commitment to the Y's cause.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment.

Fiscal Management: Manages the Y's resources responsibly and sustains the Y's nonprofit business model.

Functional Expertise: Executes superior technical skills for the role.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.

Program/Project Management: Ensures program or project goals are met and intended impact occurs.

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. At least 2 years of related experience working as assistant/support to administrators, preferably in a nonprofit setting or at least 1-year proficient knowledge and experience with the specific software and data system used by the organization.
2. Minimum age requirement is 21 years.
3. Excellent telephone, writing/communication skills.
4. High level proficiency w/ Excel, Microsoft (mail merges essential).
5. Ability to learn quickly.
6. Must be data centered, detail oriented, and be able to multi-task with financial based background or experience. Proficient in all standard business software.
7. Knowledgeable about office processes and procedures.
8. Comfortable with data entry, computer functions, and phone follow ups. Experience in payment processing and collections is preferred
9. Ability to work with integrity, discretion and a professional approach.

10. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
11. Ability to speak any language in addition to English may be helpful.
12. Skill, ability and knowledge to complete requirements within orientation period, generally 7 – 90 days. Requirements may include training in Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens, Sexual Harassment, DCFS Mandated Reporter, Social Media, Hazardous Communication.
13. Completion of YMCA program-specific certifications and any other training required during course of employment.

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.
- Requires sufficient strength, agility and mobility to perform essential functions which include long periods of sitting, keyboard entry, use of office equipment, use of computer monitor and phone use/conversations.
- 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 (up to 8 hours per day) 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.
- The office space is shared.

SAFETY & COMPLIANCE

Child Abuse Policies & Prevention

The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We screen carefully to prevent abusers from being hired. We provide child abuse prevention training to staff including how to conduct yourself for safe practices and termination of employment for employees who fail to report suspicion or failure to follow policies.

Employees who failure to support, actively engage in prevention and be forthcoming about concerns or violations of this policy will be subject to discipline, up to and including immediate termination of employment.

Background Check: A background check, criminal, work and reference checks, will be required of any employee at hire and may be repeated during their employment. A barred report, negative report or discovery of false information will result in immediate termination.

Alert & Focused: Use of illegal drugs, alcohol, prescribed or over the counter medications and lack of sleep can impact a person's ability to be alert and focused while on duty. Used illegally or inappropriately while off duty may affect employment status. Responsibility, respect, caring and honesty are core values of the YMCA. Employees involved in any injury found to be work related may be required to submit for a screening for drug and alcohol use. Suspicious behaviors observed while working or in the YMCA or at a YMCA program where the employee would be perceived by others as an employee may also be subject to alcohol and drug screening. Positive results of a drug or alcohol screening will result in termination of employment. Behaviors which are perceived to be unbecoming a YMCA employee may be subject to discipline up to and including immediate termination of employment.

Hourly Wage: \$12.00-\$14.00 per hour

Typical Work Week/Hours: School Year - 8:00 am – 4:30 pm Summer – 7:00 am – 3:30 pm

Benefits: Family Use of Y Facilities, Health, Dental and Retirement (8%) when eligible

Deadline: Resume with 3 professional references and 3 personal references with a cover letter must be received by Tuesday, January 22, 2019, 11:59 pm

How to Apply: Submit resume with 3 professional references and 3 personal references with a cover letter to:

Tom Dubois, Chief Financial Officer

by email: tdubois@springfieldymca.org

by mail: Downtown Branch Y, 701 South 4th Street, Springfield, IL 62703