



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Senior Staff Accountant (FT)
Locations: Downtown YMCA (161 W. Wisconsin Ave., Milwaukee, WI)
Hours: Full-Time Business Hours
Reports to: Director of Finance Administration
Wage Range: Commensurate with Experience

Major Responsibilities:

The Senior Staff Accountant is responsible for a variety of advanced and general accounting functions including overall responsibility for payroll processing and reporting, fixed asset management, journal entry processing, and bank reconciliations. Additional responsibilities include, but are not limited to:

- Process payroll, required payroll reports and reconcile payroll related general ledger accounts.
- Update and maintain employee payroll records; verify reporting total hours, vacation, sick and other time off using defined policies and procedures. Follow up with leadership to resolve discrepancies
- Prepare all quarterly and annual payroll tax returns, and employee W2's
- Maintain fixed asset records, prepare monthly depreciation schedules, and oversee annual physical inventory
- Prepare monthly bank reconciliations/cash account reconciliations; prepare journal entries as needed; follow up on any unusual items
- Assist with month-end close by analyzing variances and creating month-end journal entries as needed
- Assist with analysis, reconciling and adjustment of accounts as part of the year-end close and audit process
- Assist with preparation for the annual financial statement audit and Form 990
- Create and provide timely data and data analysis to senior level management staff as needed
- Responsible for other duties and projects as assigned by the Director of Finance Administration or VP of Finance

Qualifications:

- A Bachelor's degree in Accounting or a Bachelor's degree in Business with an emphasis in Accounting is required along with a minimum of five years accounting experience.
- Experience processing payroll is preferred
- Experience with Kronos is preferred
- Experience managing fixed asset records preferred
- Demonstrated success in providing pro-active customer (member) service along with the ability to communicate with all stakeholders (members, program participants, staff, and volunteers)
- Must be able to tactfully deal with conflict and confidential information
- Advanced understanding of accounting
- Excellent and highly effective communication skills; oral and written
- Organizational skills with an exceptional eye for detail
- Analytical ability, good judgment, attention to detail, and excellent communication skills are essential

Benefits:

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Deadline: July 28, 2016
Apply Online: <https://apply.ymcamke.org>