



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **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.

Join the Y and help us to Transform Lives!

Now Hiring:

Business Operations Analyst (FT)

*****INTERNAL APPLICANTS ONLY*****

Wage:

\$36,000 Annually

Location(s):

Downtown YMCA – Association Office

Responsibilities Include:

Analysis

- Provide analytical support for Operations using enterprise software systems

Registration, collection and reporting

- Assist with registration and collection of Program revenues
- Perform audits on Membership and Programs to ensure proper revenue recording
- Report monthly to Healthy Contributions and various corporate wellness companies
- Register fitness reimbursement programs (MPS, UHC, Aurora, BCBS and others)
- Invoice claims based billing of EBHT

Risk Management

- Manage incidents within Association + off-site and correspond with insurance provider on claims
- Serve as member on the Safety & Risk Committee

Qualifications:

- Three or more years of technical experience with an Enterprise Resource Planning (ERP) system
- Working knowledge of a wide variety of IT reporting tools and software systems
- Strong analytical and problem-solving abilities with proven ability to make sound decisions independently
- Possess high level organizational skills and ability to effectively manage multiple projects and tasks with competing deadlines
- Possess strong collaboration skills with an exceptional customer service mindset to manage ongoing issues across the organization
- Strong interpersonal and presentation skills with excellent written and oral presentation skills
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Apply Online: <https://apply.ymcamke.org>

Deadline: **April 13, 2018**