



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Accounting Coordinator**

YMCA Blue Ridge Assembly is a year-round conference center for groups of teens, families and children, and adults. We are located in Black Mountain, NC on 1,200 acres of forested woodland. We provide a welcoming Christian atmosphere for guests and staff to focus on youth development, healthy living and social responsibility.

This position is led by the Vice President of Finance.

### **QUALIFICATIONS AND SKILLS**

- Bachelor's degree, preferably in accounting or business administration.
- Minimum of 2-3 three years accounting experience including accounts payable, payroll, and general ledger entry.
- Ability to maintain strict confidentiality.
- Proven ability to meet deadlines.
- Accurate data entry skills.
- Strong communication and management abilities.
- Excellent interpersonal skills and a professional demeanor.
- Proficiency with computers, including Microsoft Office, and the ability to learn new programs.
- Demonstrate a commitment to the mission, philosophy, and vision of YMCA Blue Ridge Assembly.

### **PRIMARY RESPONSIBILITIES**

- Receive invoices from departments and vendors. Timely entry into Microsoft GP Payables system.
- On Fridays, accurately print and distribute accounts payable checks. Print direct deposit/positive pay vouchers for online payments.
- Ensure that vendor accounts remain current.
- Maintain a working knowledge of the organizational budget, paying invoices according to internal procedures.
- Work with department directors to cost weekly labor schedules.
- Update monthly financial reports; assist with monthly closing and preparation of financial reports.
- Balance and enter daily KX postings into accounting system.
- Receive daily check log. Sort and distribute checks as necessary. Enter accounts receivable check payments.
- Process checks through remote deposit. Drop cash deposits at local bank(s); maintain adequate change supply for all cash drawers on campus, purchasing and retrieving currency from the local bank as necessary.
- Track group deposits and signed contracts.
- Print and review all Accounts Receivable invoices through KX Hospitality system.
- Communicate errors/corrections with Guest Services Director. Enter AR invoices into Microsoft GP accounting system.
- Work with Guest Services staff to collecting amounts due within 30 days of group departure.
- Assist with information gathering for annual audit.
- Other duties as assigned.

## **COMPENSATION AND BENEFITS**

- Salary will be commensurate with experience.
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

## **APPLICATION PROCESS**

Interested candidates should send their resumes, along with three references, to the Human Resource Director, Bruno Vandorsee, at [bvandorsee@yblueridge.org](mailto:bvandorsee@yblueridge.org).

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>