



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Staff Accountant & Administrative Associate

### FULL-TIME

Located in the heart of the beautiful Blue Ridge Mountains of Western North Carolina in Black Mountain on a picturesque 1,200-acre campus, the YMCA Blue Ridge Assembly is a non-profit conference and retreat center. For more than a century we have hosted a diverse array of groups —churches, schools, colleges, family reunions and youth groups, among others. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

### SUMMARY

Under the guidance of the Vice President of Administration, the **Staff Accountant & Administrative Associate** is responsible for supporting the organization's accounting operations through journal entries, general ledger reconciliations, and month-end and year-end closing activities. This position also oversees all aspects of Accounts Payable, including invoice processing, payment preparation, vendor account management, and banking functions.

In addition, this role provides administrative support to the Vice President of Sales by entering conference group contracts into the Kinetic (KX) hospitality system and assisting with contract tracking and related documentation. The ideal candidate is detail-oriented, organized, and committed to maintaining financial accuracy while supporting multiple departments across the organization.

### QUALIFICATIONS AND SKILLS

- Bachelor's degree in Accounting, Finance, Business Management, or equivalent work experience.
- 1–3 years of accounting experience preferred.
- Experience with **Sage** accounting software preferred.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong Microsoft Excel skills, including reconciliations, formulas, and pivot tables.
- Excellent computer skills and proficiency with Microsoft Office.
- Professional demeanor and the ability to work well with staff, guests, and vendors.
- Organized, hardworking, approachable, and solution oriented.
- Ability to maintain strict confidentiality relating to financial and personnel information.
- Strong attention to detail and excellent organizational skills.
- Motivation and commitment to work independently and be self-directed.
- Professional image with excellent written and verbal communication skills.
- Position may require occasional weekends, evenings, and holidays as needed.
- Flexibility and willingness to assist different departments while fostering a collaborative and supportive work environment.
- Valid driver's license required.

### RESPONSIBILITIES AND APTITUDES

## **ACCOUNTING RESPONSIBILITIES**

- Prepare and post journal entries accurately and timely.
- Reconcile general ledger accounts and investigate discrepancies.
- Assist with month-end and year-end close processes.
- Support the Vice President of Administration with financial reporting and other accounting projects as assigned.

## **ACCOUNTS PAYABLE**

- Receive invoices from departments and vendors.
- Enter Accounts Payable invoices into the **Sage** accounting system within three (3) business days of receipt.
- Accurately prepare, print, and distribute weekly Accounts Payable checks.
- Process ACH payments and maintain positive pay documentation.
- Ensure vendor accounts remain current and resolve invoice discrepancies.
- Maintain a working knowledge of the organizational budget and process invoices according to internal financial policies.

## **BANKING & CASH MANAGEMENT**

- Balance daily KX postings and prepare bank deposits.
- Receive daily check logs and distribute checks, as necessary.
- Process remote check deposits and complete local bank runs for cash deposits as needed.
- Maintain adequate change funds for all campus cash drawers and coordinate currency purchases from the local bank.

## **ADMINISTRATIVE SUPPORT**

- Work with the Vice President of Sales by:
- Entering conference group contracts into the Kinetic (KX) hospitality system.
- Tracking signed contracts and deposits.
- Monitoring Annual Giving grants applied to conference groups.
- Maintaining organized contract files and supporting documentation.

## **GENERAL RESPONSIBILITIES**

- Demonstrate flexibility by assisting other departments as needed.
- Perform additional duties as assigned.

## **COMPENSATION AND BENEFITS**

- Salary \$38,000-\$43,000 dependent upon qualifications and 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
- Health insurance, dental, vision, LTD/STD, and life insurance offered after a 90-day review period.
- Eligible for 23 days of Paid Time Off.
- Free family membership to the Y of WNC, after a 90-day review period.

## **JOIN OUR TEAM**

If you are passionate about accounting, financial accuracy, and supporting a mission-driven organization that serves thousands of guests each year, we invite you to apply for the **Staff Accountant & Administrative Associate** position at YMCA Blue Ridge Assembly.

Apply today on our website (<https://blueridgeassembly.org/employment-application/>) or email resume to **Esteban Andrade** at eandrade@yblueridge.org.