FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A/P Analyst

PART-TIME

Located in 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 A/P Analyst supports the organization's accounting operations through journal entries, general ledger reconciliations, and month-end and year-end closing activities. This position also oversees 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.

This part-time position offers a schedule of 20–30 hours per week, with the possibility of working remotely one day per week. 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.
- One to three 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 regarding financial and personnel information.
- Strong attention to detail and excellent organizational skills.
- Ability to work independently, manage priorities, and remain self-directed.
- Professional image with excellent written and verbal communication skills.
- Ability to work occasional weekends, evenings, or 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

- Prepare and post journal entries accurately and promptly.
- Reconcile general ledger accounts and investigate discrepancies.
- Assist with month-end and year-end closing 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 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

- 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.
- Maintain effective communication and collaboration across departments.
- Manage assigned responsibilities efficiently within the established part-time schedule.

COMPENSATION AND BENEFITS

- **Compensation: $20 - $22** per hour, dependent upon qualifications and experience, with final compensation reflecting the agreed-upon part-time schedule.
- **YMCA Retirement Fund:** Eligible after two years of employment. YMCA Blue Ridge Assembly contributes an amount equal to 12% of eligible gross pay at no cost to the employee and without a matching requirement, subject to plan provisions.
- **Meals:** Free meals in our dining facilities whenever conference groups are being served.
- **Paid Time Off:** PTO eligibility and accrual will be determined according to the applicable part-time employment policy.
- **YMCA Membership:** Free individual membership to the YMCA of Western North Carolina following a 15-day review period, subject to applicable eligibility requirements.
- **Flexible Schedule:** 20–30 hours per week, with the possibility of one remote workday per week, subject to departmental needs and supervisor approval.

WHY JOIN OUR TEAM?

Join **YMCA Blue Ridge Assembly** and become part of a community where your work makes a difference every day. Set on a breathtaking 1,200-acre campus in the Blue Ridge Mountains, our team is dedicated to creating memorable experiences for guests from around the world. Whether you're launching your career, building professional skills, or seeking a unique seasonal opportunity, you'll gain valuable hands-on experience, grow through meaningful work, and develop lasting friendships in a supportive, mission-driven environment. At Blue Ridge, you're not just taking a job, you're becoming part of a tradition of service, hospitality, and personal growth that has impacted lives for more than 100 years.

APPLICATION PROCESS

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 **A/P Analyst** position at YMCA Blue Ridge Assembly.

Apply today through our website at https://blueridgeassembly.org/employment-application/ or email your résumé to **Esteban Andrade** at **eandrade@yblueridge.org.**