



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Senior Accountant**  
Leadership Level: Team Leader  
Status: F/T  
Reports to: VP Finance

Salary: \$60,000-\$70,000  
FLSA Status: Exempt  
Department: Administration  
Location: Brooks Family YMCA

---

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Responsible for all accounting including accounts payable, accounts receivable, revenue recognition, payroll, financial statements and cash management. Administers approved accounting policies and procedures throughout the YMCA. Results oriented, hands-on professional with the ability to deal effectively and interact well both internally and externally. Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.

### ESSENTIAL FUNCTIONS:

- Maintains an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of the YMCA for all funds.
- Serves as resource person to management and program personnel in all matters relating to accounting.
- Responsible for biweekly payroll, accounts payable, processing expense reports and business credit card reconciliations.
- Ensures proper revenue recognition and accounting in accordance with GAAP.
- Prepares reconciliations of all YMCA bank accounts and balance sheet accounts on a monthly basis.
- Prepares financial statements required by management, the Board, and outside agencies.
- Supports key functions such as annual independent audit and benefits administration.
- Develops and maintains key relationships, including with banks, insurers, insurance brokers, etc.
- Maintains and tracks contracts, invoices, payments, and insurance policy information.
- Works in conjunction with VP of Finance to prepare for annual audit and preparation of functional expenses for IRS Form 990 tax return.
- Maintains records and prepares various internal and external reports, including reports for various federal and state agencies.
- Works closely with IT staff to ensure that computer and software systems provide accurate information and adequate internal controls.
- Performs other duties as assigned.

### LEADERSHIP COMPETENCIES:

1. Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
2. Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

3. Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
4. Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

- Bachelor’s degree with a concentration in accounting or finance or equivalent. CPA strongly preferred.
- Three years of experience or more in a lead accounting role. Understanding of GAAP required.
- Experience in a nonprofit environment is preferred.
- Knowledge of banks, banking systems and cash management.
- Knowledge of and expertise with computerized accounting and payroll systems.
- Experience in Microsoft Office Suite with advanced knowledge of Microsoft Excel.
- Detail oriented, highly organized with strong emphasis on self-motivation and analytical skills.
- Excellent written and verbal communication skills.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_