

Job Title: Accountant
Reports to: Chief Executive Officer

The YWCA Elmira and the Twin Tiers is dedicated to its mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all

Job Summary

The Accountant is directly accountable to the agency CEO for all financial matters relating to the YWCA, Elmira and the Twin Tiers. Accountant will be responsible for daily bookkeeping, accounts payable and receivables, assistance with end-of-month close, grant reporting, audit preparation, and other related duties as assigned.

Maintain all financial records of the YWCA

- Work with the CEO to prepare budgets - agency and program
- Prepare and present monthly financial reports to the finance committee
- Verify deposits, posting to QuickBooks system and responsible for all banking
- Mastercard/Visa deposits into QuickBooks
- Bank Reconciliations
- Maintain general ledger entries
- Maintain postage machine
- Maintain chart of accounts
- Payroll entered into QuickBooks
- Prepare the Disability Quarterly Report

Maintain Accounts Payable

- Generate receivables invoices and enter into QuickBooks
- Record receipts of funds
- Match payable invoices to Purchase Orders
- Post invoices to the system
- Print and distribute checks
- Maintain files of paid invoices

Assist with various aspects of grants including preparation of reports and billings or statements preparation for the grant agencies

- Prepare budgets for grants
- Maintain records of spending for grants
- Prepare vouchers to be submitted to funding sources
- Record receipts of payment and make bank deposits.

YWCA Retirement Fund

- Report new enrollments, separations, and terminations

- Make monthly reports and payments to the fund

Work with YWCA's Auditor

- Prepare and assist with yearend audit, and financial statement

Education:

· Bachelor's degree in Accounting, and 2 years of related service, QuickBooks experience required. Non-profit experience desired.

Required, Specialized, or Technical Knowledge:

- Understanding of general accounting principles and processes
- Excellent verbal and written communication skills, ability to make effective presentations and ability to interact effectively with staff and volunteers at all levels of the organization.

Ability to maintain confidentiality with sensitive financial information; * Basic numeric and computer skills, especially as it pertains to data entry

- Knowledge of Microsoft computer software.
- Previous experience/knowledge with Federal, State and Municipal Grants
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 - Must be willing to work flexible hours and days, including weekends and holidays if necessary and with advance notice.
 - Ability to write routine reports and correspondence.
 - Ability to communicate effectively with outside vendors and contractors as well as YWCA employees and customers.
 - Demonstrate a positive attitude and collaboratively with the entire organizational team.
 - Ability to follow policies and procedures and complete all tasks correctly and on time.