Position: Finance Specialist
Status: Full-Time, Non-Exempt
Salary: $14.00-$16.50 per hour, commensurate with experience
Includes a comprehensive employee benefit package
Reports to: Chief Financial Officer

About YWCA Central Carolinas:
YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

Position Objectives:
As a valued member of the finance/administration team, the Finance Specialist will be responsible for performing full cycle accounting-related functions described below, supporting administrative team in achieving departmental goals, and following prescribed financial control procedures.

Duties and Responsibilities:

Accounts Payable:
- Perform full-cycle accounts payable process (includes receiving and match all purchasing documentation, maintain records of standard payments, verify approvals in accordance with prescribed accounting standards, enter approved vouchers into accounts payable module, prepare semi-monthly accounts payable check runs, mail all approved checks with pertinent backup documentation)
- Maintain vendor files and update information accordingly
- Research invoices or payments as required, and resolve any discrepancies or vendor inquiries
- Copy AP backup needed for submission with any contract or grant agreement
- Perform monthly check reconciliation to clear checks and follow up on outstanding payments
- Prepare year end Form 1099 reporting

Receipts:
- Reconcile daily fitness receipts and prepare deposits
- Review daily cash reconciliation reports and follow up on any inconsistencies
- Prepare daily deposits for contributions and general receipts and distribute copies of backup to appropriate department
- Prepare transitional housing deposits and distribute copies of backup to appropriate staff member
- Prepare daily journal entries to record cash in general ledger which reconcile with supporting documentation/source documents
- Reconcile petty cash accounts
Other:

- Assists in the annual budget process by providing information on historical and projected expenses
- Supports annual financial audit by preparing supporting schedules and pulling samples requested by audit team
- Maintains fixed asset register and maintains documentation for any additions or disposals throughout the year
- Issue and maintain retail store credit cards and gas cards
- Support room rental process and maintain billing records for any partner-billings associated with use of space
- Serve as primary point of contact for supporting the maintenance of office equipment (including postage machine, copier, etc.), re-order toner and postage as needed, reconcile copier counts against quarterly billings
- Order office supplies as needed, including business cards and stationery
- Additional duties assigned by the Chief Financial Officer

Education and Experience:

High school diploma required; college degree preferred. Minimum of three years previous work experience in accounting or related field required. Candidates must be able to manage multiple priorities and deadlines and are required to have strong attention to detail.

Benefits:

**Health**
- Medical
- Dental
- Vision
- Health and Dependent Care Flexible Spending Accounts

**Financial**
- Disability Income Benefits (Short Term and Long Term)
- Life Insurance for Employees and Dependents
- YWCA Retirement Plan
- 403(b) Plan

**Work/Life Balance**
- Paid Time Off and Holidays

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 their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.