



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Ed Thomas YMCA of McCook Job Announcement

Job Title: **Office Manager**

Status: Full Time - Hourly

Reports to: CEO

Revision Date: May 2020

POSITION SUMMARY:

Provides direction and leadership for YMCA finance, accounting, and business operations. Oversees the YMCA's accounting practices, the maintenance of its fiscal records, and the preparation of its financial reports. Ensures a system of strong internal controls and maintains fiscal soundness. Manages the annual external audit, assist with the 990 tax return, and the preparation of information for outside funders. May provide leadership for other functions, such as human resources, member services, and programs.

ESSENTIAL FUNCTIONS:

1. Manages all functions of accounting and business operations, ensuring that legal and audit requirements are met and that best practices and maximum efficiency are obtained.
2. Assists with the annual independent audit, the preparation of financial statements and the IRS 990 tax form. Prepares or oversees the preparation of required audit schedules; maintains records; acts as liaison with audit team and YMCA Finance Committee.
3. Provides leadership to the annual budget process including: issuing guidelines and procedures; training staff, auditing budgets, overseeing data input and preparing reports.
4. Implements appropriate systems and internal controls to adequately safeguard the YMCA's financial resources and to provide a solid basis for accurately reporting financial data.
5. Prepares or supervises the preparation of outside reports and filings.
6. Oversees the month-end and year-end closings and the preparation of statements and reports.
7. Manage and oversee personnel and payroll administration including maintaining records and related systems.
8. Collects and maintains data on partner/vendor contracts and agreements.
9. Assists in hiring, training, and supervision of various staff members.
10. Represents the YMCA with key community organizations and events as required.

Ed Thomas YMCA
901 West E Street, P.O. Box 408, McCook, NE. 69001
(308) 345-6228



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA COMPETENCIES:

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:

1. Bachelor's degree in accounting, business management or equivalent is preferred.
2. Three or more years of related experience in accounting.
3. Accounting experience in a nonprofit organization preferred.
4. Previous supervisory experience preferred.
5. Knowledge of, and expertise with, computerized accounting systems and standard business software. Experience with QuickBooks is highly recommended.

APPLICATION PROCEDURES:

1. Email cover letter, resume, and three professional references to the CEO, Mitch Gross, at mgross@mccookymca.org.
2. Deadline for submission May 25, 2020.

Ed Thomas YMCA
901 West E Street, P.O. Box 408, McCook, NE. 69001
(308) 345-6228