



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**HIRING:**  
**FULL-TIME ACCOUNTING ASSOCIATE**  
**PAID BENEFITS AND COMPENSATION**

**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. Under the direct supervision of the Chief Executive Officer (CEO), the Accounting Associate is responsible for financial reporting, maintaining vendor records, payroll management, accounts payable and accounts receivable. Also responsible for performing various accounting and financial procedures including account reconciliations as well as the analysis and review of related revenue and expense accounts for the organization. Must possess great communication and interpersonal skills with the ability to build rapport and interact with all levels of staff, leadership and external vendors.

**Position Qualifications**

1. Associate Degree or equivalent work experience.
2. Minimum 3 -5 years of experience working with confidential information in a business accounting environment, with concentration in accounts receivable, accounts payable, payroll, and cash and revenue reconciliations a must.
3. Knowledge of accounting principles, practices, and procedures required.
4. Knowledge of general ledger and accounting functions preferred.
5. Must satisfactorily pass: criminal background check, national sex offenders registry and reference checks.
6. Must complete within 30 days of hire date:  
CPR, Fist Aid, Blood Borne Pathogens, and Child Abuse Prevention orientation.

**JOB CLOSING DATE: MARCH 15, 2024**

Applications are available at the YMCA Welcome Center or online at [www.ymcasanangelo.org](http://www.ymcasanangelo.org)  
Please attach resume and cover letter to employment application.