



## NORTH PENN YMCA POSITION DESCRIPTION

**POSITION TITLE:** Business Office Assistant

**SUPERVISOR:** HR & Business Operations Director

**SUMMARY:** The Business office Assistant performs administrative duties and support in such areas as accounts receivable, accounts payable, data entry, and filing.  
Status/FLSA: Part Time Non- Exempt

### QUALIFICATIONS

- 1-2 year of AP/AR or accounting related experience required, college degree preferred, but not necessary.
- Operating knowledge of Microsoft Office, including Word and Excel with excellent oral and written skills.
- Operating knowledge of Abila MIP fund accounting software preferred
- Ability to multi-task needed.
- Strong attention to detail, organizational skill, willingness to learn, strong team player and flexibility to do whatever it takes to meet deadlines and get the job done.

### RESPONSIBILITIES

- Perform reconciliation of daily shift reports to cash received from branches.
- Input and allocate all checks into Check reader software and run through check reader for depositing and reconcile with daily deposit report.
- Prepare and make daily deposit for the bank.
- Perform reconciliation of daily receipts batches to the bank deposit records.
- File and organize daily shift reports and bank deposits
- Daily entry of vendor invoices into A/P software
- Processing of vendor payments (selection and amount determination)
- Filing and organization of vendor invoices and check payments
- Assist Business Office with special projects and filing as needed
- Investigate and process outstanding vendor invoices
- Perform other related duties as directed by the Business Operations Director and/or CEO.

### WORK ENVIRONMENT REQUIREMENTS

- Ability to perform the following physical activities adequately: data entry, standing, sitting
- Ability to function under inside environmental conditions
- Ability to lift or carry up to twenty-five (25) pounds
- Ability to perform the following sensory and communicative activities adequately: hearing and seeing; reading, writing, speaking English fluently.

This job is performed to standard when all work is completed accurately and on time, with minimal supervision. This job description sets forth the duties and responsibilities of this position and may be changed from time to time as shall be determined. The North Penn YMCA is an Equal Opportunity Employer.

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Employee's Signature

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Date

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Branch Executive Signature

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Date