

## Accounting Clerk

**Join us at our administrative center located in the historic Cathedral Hill neighborhood!**

Come join our team at the YWCA St. Paul and be a part of an organization that's making a difference in our community. The YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

The Accounting Clerk provides support to daily, weekly, and monthly accounting activities under the supervision of the Accounting manager. In this position you will:

- Complete basic accounting tasks
- Process accounts payable on a weekly basis
- Manage Health and Fitness Center memberships
- Handle petty cash
- Track W-9s and update information as needed.
- Handle calls and correspondence.
- Sort and file documents

The successful candidate must have:

- Associate's degree or three years general accounting experience
- Great attention to detail
- Excellent communication, interpersonal, analytical and problem-solving skills
- Ability to read and interpret finance documents
- Good organizational and time management skills – must be deadline driven
- Strong customer service skills
- Proficiency in Microsoft Office Suite.

### **Preferred Qualifications:**

- Non-profit experience
- Knowledge of Blackbaud Financial Edge

Compensation includes salary (dependent on experience and qualifications, hiring range of \$17.50 – 21.00/hour), competitive benefits package (including medical, dental and life insurance; retirement plan; paid vacation, sick leave and holidays. If you are looking for an opportunity to make a difference and work in a collaborative environment where we celebrate and appreciate each other, please forward resume and cover letter to:

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org)      **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***The YWCA St. Paul is an Equal Opportunity Employer***