

Accounting Clerk

Come join our team at YWCA St. Paul and be a part of an organization that's making a difference in our community. YWCA St. Paul is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. This role is based in St. Paul, Minnesota, and in early 2022 we will be reopening our office.

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
- Prepare account reconciliations
- Enter/upload recurring journal entries including payroll and overhead calculations
- Record rental income and receivables
- Record Health and Fitness Center revenue
- Process accounts payable invoices and associated payment processing
- Record miscellaneous cash receipts
- Track and enter credit card statements and receipts
- Track W-9s and update information as needed
- Handle calls and correspondence
- Sort and file documents
- Gather and organize information as needed for audit schedules, funding source requests, etc.

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 including prioritization of tasks – must be deadline driven
- Strong customer service skills
- Proficiency in Microsoft Office Suite, specifically Excel

Preferred Qualifications:

- Non-profit experience
- Knowledge of Blackbaud Financial Edge

YWCA St. Paul offers a flexible work environment, and a competitive benefits package. The hiring range, dependent on experience and qualifications is \$19.50-\$23.00/hour. Vaccination is required.

If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, **please complete the Employment Application on our website:**

<https://www.ywcastpaul.org/jobs>

Email: hr@ywcastpaul.org Fax: 651-305-1602

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

YWCA St. Paul is an Equal Opportunity Employer