



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: **AP Specialist**

DOL Status: Part Time

FLSA Status: Nonexempt

Reports to: CFO

Primary Department: Support Services

Job Code: Service Worker

Job Grade:

Revision Date: April, 2021

Leadership Level: Leader

POSITION SUMMARY:

The AP Specialist will process accounts payable, as well as additional accounting tasks.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Prepares and processes accounts payable accurately and on time.
2. Prepares and records month end entries accurately and one time.
3. Provides support to staff with various reports and research.

QUALIFICATIONS:

1. Associate's degree in accounting or finance preferred, or equivalent combination of education and experience.
2. Three or more years of related work in an accounting capacity.
3. Knowledge of, and experience with, computerized accounting systems and standard business software.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. This work is performed primarily in a traditional office environment.
2. Regular computer use for extended periods of time
3. Occasionally lift up to 20 pounds.
4. Reasonable accommodations will be made to enable individuals to perform the essential functions of the job.

For additional information or to apply, send your resume to Kristen in Human Resources at kl lovely@kzooy mca.org or call 269-345-9622 ext. 121.