



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: **IT and AP Director**

DOL Status: Full 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:

In this dual role, the IT and AP Director will focus on responsiveness to hardware and software needs, providing workstation support, and performing routine network and computer maintenance tasks. Additionally, this person will also 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:

IT:

1. Assists staff with software issues, resolving these issues, and identifying root cause.
2. Sets up equipment for staff use.
3. Provides IT training to staff as needed and requested.
4. Performs minor repairs to and installs hardware, software, or peripheral equipment.
5. Evaluates hardware, software, and peripheral equipment and recommends improvement or upgrades.
6. Manages networks, including cloud based software and data storage knowledge.

AP:

7. Prepares and processes accounts payable accurately and on time.
8. Prepares and records month end entries accurately and on time.
9. Provides support to staff with various reports and research.

QUALIFICATIONS:

1. Bachelor's or Associate's degree in business or technology field, or equivalent combination of education and experience.
2. Three or more years of related professional experience in IT and AP.
3. Ability to research and implement new technologies and solutions.
4. Skilled at problem analysis/problem resolution at both a strategic and functional level.



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5. Ability to instruct and train users.
6. Assists staff with software issues, resolving these issues, and identifying root cause.
7. Sets up equipment for staff use.
8. Provides IT training to staff as needed and requested.
9. Performs minor repairs to and installs hardware, software, or peripheral equipment.
10. Evaluates hardware, software, and peripheral equipment and recommends improvement or upgrades.
11. Knowledge of, and experience with, computerized accounting systems and standard business software.
12. Experience with month end entries.
13. Experience with reporting and research.

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 more information or to apply, please send your resume to Kristen in HR at klovely@kzooyymca.org, or call 269-345-9622 ext. 121.