



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: Business Admin Support Specialist

FLSA Status: Non-Exempt

Reports to: Business Director

Revision Date: 6/28/2021

Leadership Level: Leader

Primary Function/Department: Finance/HR

### POSITION SUMMARY:

This position supports the business operations of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Business Admin Support Specialist will support general operating functions such as HR and payroll, accounts receivable, accounts payable and development support as needed with special events. You will have the opportunity to learn administrative tasks that will improve upon your knowledge and understanding of business functions while supporting the overall administration of records and accounts for the Y. As a non-profit in a very dynamic environment, a significant amount of flexibility and teamwork is required.

### 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:

- HR and Payroll Support
- Accounts Receivable Billing Support
- Accounts Payable, recording, organizing, and processing invoices
- Filing and organization
- General Office Support
- Special Events Support
- Performs other related duties as assigned

### LEADERSHIP COMPETENCIES:

- Critical Thinking and Decision Making
- Fiscal Management
- Program/Project Management

### QUALIFICATIONS:

- Basic accounting knowledge for accrual-based accounting and accounting principles.
- Minimum 2 years of work experience in administrative office.
- Excellent organizational, communication and interpersonal skills.
- Excellent attention to detail and critical thinking skills.
- Strong Computer Skills.

**The Y: We're for youth development, healthy living, and social responsibility.**



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#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.