



# **Now Hiring!**

## **OPEN POSITION: ASSOCIATE BUSINESS MANAGER**

### **JOB DESCRIPTION:**

We are looking for a reliable associate business manager to assist in day-to-day accounting and operations of the YMCA and MRC. Applicants should have an understanding of payroll, accounts payable/receivable, cash receipts, and the general ledger structure with the ability to reconcile financial discrepancies. Applicants will be in charge of scheduling all tournaments/reservations, including contracts and billing. Will work closely with the facility supervisor. The applicant will also be required to provide administrative support to the program director over sports. Will provide marketing support (Website, Social Media, Photography, Ads, Etc.) for all areas including flyers and the MRC Summer Brochure.

### **Hourly Wage:**

Dependent upon experience and qualifications.

### **Benefits**

Excellent benefits that include Health Insurance, Vacation, Sick Leave, and Retirement.

### **Qualifications:**

This is a full-time, non-exempt position requiring:

1. Bachelor's degree in Business, preferably in accounting or equivalent work experience in accounting field with governmental experience.
2. Understanding of basic accounting concepts and applications including cash reconciliation, accounts receivable, accounts payable, and personnel files.
3. Experience with standard business software and office machines.

### **To Apply:**

Application can be found online at <https://ymca-mrc.org/employment/> or in person at 220 N. Walnut St. Once your application is completed, drop it off with your resume at the front desk or email them to [customerservice@ymca-mrc.org](mailto:customerservice@ymca-mrc.org). For more information, contact 620-241-0363.

