



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

FINANCIAL SPECIALIST STURGEON BAY PROGRAM CENTER

We are seeking a detail-oriented and organized Financial Specialist. This position plays an important role in maintaining accurate financial records, assisting with account reconciliations, supporting monthly financial reporting and coordinating donation processing and financial development support. The ideal candidate values accuracy, confidentiality, and collaboration and is committed to providing timely and reliable financial support.

Key Qualifications:

In addition to a positive attitude and commitment to the YMCA's mission, an associate's degree in accounting, or at least two years of experience in bookkeeping, is necessary to apply.

Hours/Starting Wage:

- \$22-\$24/hour, based on qualifications and experience.

This position is currently planned for 30 hours per week, with the potential to expand to a full-time (40 hours/week) opportunity based on the selected candidate's skills, interests, and ability to assume additional responsibilities.

Benefits vary based on scheduled hours



WORK AT THE Y!

"Working at the Y, you'll discover more than a job – you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you. If you are a person who wants more than just a job, who wants your efforts to have an impact on your community and who wants to work in a welcoming and positive environment, then you are someone we'd like to work with us."

and may include medical and life insurance, paid time off, retirement benefits (upon qualification), FREE family YMCA membership, and program discounts.

Applications being accepted. APPLY TODAY!

WHY THE Y

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

One of the most respected non-profits in the world.

OVER **125** countries served
10,000 neighborhoods strengthened

FREE

Y Membership
and program discounts

IMPROVE QUALITY OF LIFE

Create stronger friendships, a greater self-esteem and a sense of belonging by helping others.

IT'S FUN!

There is something new and exciting happening every day at the Y!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: Financial Specialist

Job Code: SBBKP

FLSA Status: Hourly; Part-time

Job Grade: Grade 7

Reports to: Operations Executive

Revision Date: 9/27/26

Leadership Level: Team Leader

Primary Function/Department: Administration

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Operations Executive, the Financial Specialist provides accurate and timely transactional accounting, reconciliation, cash processing, and financial development support for the Association. Primary responsibilities include donation processing and tracking, routine journal entries, general ledger account reconciliations, daily deposits and cash entries, member refunds, accounts receivable, and credit card and bank reconciliations. The Financial Specialist works closely with the Financial Development Department to accurately record gifts, maintain donor transaction records, process donor acknowledgments, and provide behind-the-scenes financial and administrative support for development activities while maintaining reliable records for financial review and decision-making.

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. Prepare and process donor acknowledgment and thank-you letters in a timely manner and maintain accurate donor transaction and acknowledgment records. Work collaboratively with the Mission Advancement Executive on campaigns, special events, grants, reports, or other special projects related to donations. The Mission Advancement Executive leads donor cultivation, stewardship, solicitation, and donor relationships; the Financial Specialist provides the behind-the-scenes processing, recording, reconciliation, acknowledgment, and administrative support.
2. Understand and accurately enter transactions in the Association's computerized accounting systems; understand how systems work together and follow established accounting procedures and internal controls.
3. Prepare supporting schedules, reconciliations, documentation, and other information needed for month-end/year-end close, annual audits, budgeting, and financial reporting as requested by the Operations Executive.
4. Maintain organized financial and donor records and supporting documentation in accordance with established record-retention and confidentiality practices. Identify reconciliation differences, unusual transactions, or control concerns and promptly escalate them to the Operations Executive.
5. Process and maintain Accounts Receivable transactions and related records, including timely recording, follow-up, and reconciliation as assigned.
6. Prepare daily deposits and post daily cash activity accurately and timely within the accounting system. Reconcile deposit activity to supporting reports, research discrepancies, and maintain appropriate documentation and internal controls.
7. Process member refunds in accordance with established procedures and ensure refunds are appropriately authorized, documented, and recorded in the financial system.
8. Complete credit card reconciliations, ensuring transactions are supported by appropriate documentation, accurately coded, and resolved when discrepancies are identified.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

9. Prepare bank reconciliations and assigned General Ledger account reconciliations accurately and on schedule; research discrepancies and bring unresolved or unusual items to the Operations Executive for review.
10. Prepare routine journal entries and other recurring accounting entries, including entries necessary to accurately connect financial systems and record Association activity. Provide supporting documentation for review and approval.
11. Provide transactional and administrative support for the Association's financial development activities. Accurately record and maintain donation transactions in the appropriate financial and donor systems, reconcile donation activity, maintain supporting documentation, and work with the Financial Development Department to research and resolve discrepancies in gifts, donor records, designations, or related transactions.
12. Cross-train in designated financial processes and provide back-up support for critical accounting functions as assigned. Perform other financial projects and duties as assigned by the Operations Executive or CEO.
13. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and relationships with others. Adhere to applicable Risk Management, Personnel, Child Abuse Prevention, and other organizational procedures and Best Practices.

LEADERSHIP COMPETENCIES:

1. Critical Thinking & Decision Making
2. Fiscal Management
3. Emotional Maturity

QUALIFICATIONS:

1. Minimum of 21 years of age.
2. Two or more years of accounting/bookkeeping experience, including work with general ledgers, bank and balance sheet account reconciliations, and standard accounting practices. Associate degree in accounting or a related field preferred.
3. Working knowledge of accounts receivable, journal entries, reconciliations, and supporting documentation for financial transactions.
4. Proficiency in Microsoft Excel and the ability to learn and effectively use computerized accounting and related business systems.
5. Ability to understand how transactional accounting affects the General Ledger and financial statements, and to recognize discrepancies or unusual activity requiring review.
6. Demonstrated accuracy, attention to detail, organization, follow-through, confidentiality, and ability to meet recurring deadlines.
7. Ability to work collaboratively, communicate questions or concerns promptly, and follow established accounting procedures and internal controls.
8. Ability to cross-train and provide backup for designated financial processes. A flexible schedule based on workload, month-end/year-end deadlines, and organizational need is desired.
9. Obtain/maintain CPR/AED for Professional Rescuers and First Aid Certificates.
10. Complete Child Abuse Prevention Training through the onboarding process and annually thereafter.
11. Complete New Employee Orientation within 30 days of hire.
12. Adhere to the Best Practices designated for the position as identified on the Staff Resource Portal.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. 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.
3. Ability to engage in exert physical movements including stretching, bending, and light lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's Date