



POSITION DESCRIPTION

**JOB TITLE:**

Finance Clerk OR Finance Officer

**WHY WORK AT THE YCC?**

The YCC Family Crisis Center is embarking on its 75<sup>th</sup> year of serving Ogden and Northern Utah. The Center provides support to individuals and families escaping abusive relationships. The Center provides services related to domestic and intimate partner violence, sexual assault, housing and homelessness, child care, and educational programming for all ages. This is an opportunity to join an outstanding team of dedicated professionals making a difference in the lives of our neighbors. Join us in our mission to save and change lives!

**FUNCTION:**

The YCC is seeking a skilled candidate who will be responsible for described fiscal duties and related financial record-keeping for Your Community Connection. Depending on skill set, experience, and availability, this position may be part-time or full-time with corresponding degrees of responsibility. Salary DOE and responsibilities.

**DUTIES AND RESPONSIBILITIES:**

1. Work directly with Executive Director providing financial information as required.
2. Process bi-monthly payroll and 941 tax payments;
3. File 940 and state tax forms.
4. Maintain financial responsibility for YCC grants-including monitoring expenses, fiscal drawdowns,
5. budgeting and reporting.
6. Work with the Executive Director and Program Managers to develop annual budget, including program budgets.
7. Organize and file all receipts and other financial documents.
8. Assist YCC's contracted accounting firm with monthly financial analysis on general ledger accounts and preparation for annual organizational financial audit.
9. Provide data as needed for annual YCC financial audits. Distribute completed annual audit to appropriate federal and state agencies.
10. Reconcile credit cards
11. Ensure accounts payables are completed.
12. Coordinate with center managers to ensure that billings are completed accurately and submitted to the proper agency.
13. Prepare monthly journal entries and oversee general ledger accounts to ensure accuracy.
14. Prepare, distribute and discuss monthly financial reports and grant expenditures with center managers.
15. Provide emergency check preparation as necessary.
16. Assist with reconciling event finances.
17. Responsible for renewing all YCC licenses and permits annually.
18. Maintain yearly depreciation schedule.
19. Perform other duties as required.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

Bachelor's Degree in accounting or related field strongly preferred; two years financial experience required. Knowledge of computerized accounting CYMA, MS Office, Excel required; experience with QuickBooks preferred. Experience with a non-profit agency's fiscal operation, General Accepted Accounting Principles (GAAP) and grant management desired.

To Apply: Complete online application at [www.ycchope.org](http://www.ycchope.org) AND send resume and cover letter to [Margaret.r@yccogden.org](mailto:Margaret.r@yccogden.org)

