



Accounts Administrator

The YMCA of Saskatoon is a non-profit membership based charitable organization. We currently have over 2,000 annual members and serve over 10,000 community members. We have expertise in providing licensed child care programs, youth and family programs, and health, wellness, and aquatics programs for all ages. We provide leadership for advancing our mission of building healthy communities.

The YMCA of Saskatoon is recruiting a full time Accounts Receivable/Accounts Payable Administrator. The successful candidate will be responsible for collecting all forms of the organization's accounts receivables and processing all accounts payable. This includes processing parent fees for 3 licensed childcare centers and Before and After School programs. This person will report directly to the Member Experience Director. They must enjoy working with the general public, have excellent attention to detail, possess exceptional computer skills, demonstrate success in a fast paced, changing environment with the ability to multi-task and be a team player.

Qualifications:

- Min of 2 years administrative experience
- Available to start training immediately
- Computer experience, specifically Microsoft Word, Excel and Sage Accpac
- Databasing, balancing & invoicing experience
- Strong communication skills & great attention to detail
- Ability to think on the spot and problem solve
- Reliable and punctual
- Exceptional customer service attitude
- Ability to meet deadlines on time
- Cash handling and point of sale experience
- Resourceful, organized & excellent time management skills
- Outgoing and enthusiastic personality
- Flexible and receptive to change
- Ease in dealing with the public



Responsibilities:

- Manage database for all BASC/child changes, additions, deletions
- Process all fee payments to the bank for all departments
- Use spreadsheets to report totals to the Accounting Manager
- Prepare NSF and decline spreadsheets for non received payments and contact account holder
- Prepare monthly invoices to families
- Prepare monthly sign in sheets for all schools
- Communication with parents and members
- Process all invoices in Sage Accpac coding to proper expenses and GST
- Make payments to all vendors either online or with cheques in a timely manner
- Maintain a spreadsheet with all expenditures
- Other Administration duties:
 - Analyze daily cash sheets
 - Prepare monthly cash sheet spreadsheet
 - Prepare monthly trade accounts receivable and record payments
 - Learn payroll processes to act as back up
- Duties subject to change

Please Note:

Only those selected will be contacted to arrange an interview. Upon hire, a criminal record check is to be provided at the candidate's expense.

Please submit a cover letter & resume to Sheralee Teichroeb by email steichroeb@ymcasaskatoon.org