



**POSITION:** Accounts Payable Coordinator

**DEPARTMENT:** Financial Services

**PAY RATE:** \$38,220 to \$45,500/year

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- Ten (10) paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

**JOB SUMMARY:** An Accounts Payable Coordinator with YWCA Greater Pittsburgh (YWCA GP) is responsible for the Association’s vendor maintenance, importing and entering accounts payable in compliance with GAAP (generally accepted accounting principles) and YWCA GP Business and Financial Policies and Procedures, processing accounts payable payments, creating electronic bank files, completing the 1099 MISC process, reconciling general ledger accounts, supervising the credit card process, and assisting in the annual audit.

**MINIMUM QUALIFICATIONS:** Associates, Business, or Technical Degree (Certification) in Accounting, Business Administration, or related field, with one (1) year of general accounting experience. Experience with accounts payable systems preferred.

**KNOWLEDGE & SKILLS:**

- Proficiency in Microsoft Office platforms including Excel and Word along with accounting software packages and applications.
- Ability to work independently on a variety of tasks and projects with the ability to prioritize workloads.
- Ability to adapt to change quickly and easily with the ability to shift approach in response to the demands of the situation.

**Interested individuals can submit a cover letter and resume at:**

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Excellent analytical and critical thinking skills, effective communications skills with all levels of employees, independent, and initiative-taking.

### **ESSENTIAL JOB FUNCTIONS:**

- Reviews invoices for authorization, accurate cost center and project coding.
- Works with automated and electronic systems for purchasing and banking.
- Reviews invoices for compliance with YWCA GP policies and procedures.
- Enters/imports vouchers/invoices, general journal entries into the accounting system.
- Process vendor payments and prepares pre-note, EFT, and file formatting.
- Monitors vendor maintenance including, but not limited to, verifying vendor information, and establishing appropriate processes for electronic payments.
- Reviews figures, documents and postings for correct entry, mathematical accuracy, and proper coding.
- Reconciles credit card statements with receipts and reports discrepancies found in records.
- Processes 1099's.
- Works efficiently and independently in completing Accounts Payable responsibilities while working with the Financial Services team.
- Manages or assists in special projects
- Assists with report preparation and year end process.
- Assists with YWCA GP audits, financial reporting and other duties as assigned by the Finance Manager and the VP of Finance.
- Department file maintenance and organization.
- Must maintain an elevated level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.
- Must effectively deal with sensitive information and occurrences.
- Displays consistent professionalism and courtesy when interacting with internal and external customers.
- Promotes and supports the mission, imperative, values and goals of YWCA GP while maintaining high performance standards.
- Participates in YWCA GP professional development opportunities successfully implementing new skills, knowledge, and procedures.
- Performs other such duties as assigned within the scope of the Financial Services Department

### **ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are

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paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

**MISSION IMPACT:**

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As an employee with YWCA Greater Pittsburgh, you will have the opportunity to build community around the vision of a world in which all women and girls, especially women and girls of color, have equitable access to personal and professional opportunities, free from racial injustice.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee because of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

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**Interested individuals can submit a resume and cover letter to  
Linda Broman, Human Resources Director at [lbroman@ywcaph.org](mailto:lbroman@ywcaph.org)**