



JULY 2, 2008
FULL TIME
GRADE: L
SALARY: \$36,607 - \$45,758

JUNIOR ACCOUNTANT

The YMCA of Greater New York is the largest youth-servicing organization in NYC. The organization has grown to encompass 20 branches and 140 sites throughout the five boroughs of New York City in addition to three camp sites and an upstate conference center. We have an entry level opening for a Junior Accountant. The Junior Accountant will assist with journal entries; bank reconciliations; budget analysis and will provide guidance to accounting staff and projects.

Responsibilities:

- Assists in preparing complex internal financial reports; prepares less complex financial reports.
- Assists in the maintenance of general and subsidiary ledgers.
- Assist in the preparation of journal vouchers for adjusting and correcting accounting records.
- Assists in balancing accounts.
- Participates in the preparation of bank reconciliations and related journal entries.
- Assists in budget research and analysis.
- Performs related work as required.

Qualifications

- Associate's degree in accounting is a must; Bachelor's degree is preferred.
- Minimum 3 years of accounting experience.
- Experience with Lawson is preferred.
- Excel skills a must.

If qualified, please rush your cover letter and resume to:

YMCA of Greater New York
Human Resources – Box SA-AO
5 West 63rd Street, 6th Floor
New York, NY 10023
jobshr@ymcanyc.org

EQUAL OPPORTUNITY EMPLOYER
Drug Free Workplace