Business Coordinator
Job Description
YWCA Piqua

Definition

To coordinate YWCA fiscal operations, front desk, data base management, program registrations and computer resources. Works with the Executive Director on fundraising and other projects. This is a full-time, non-exempt position.

Accountability

Reports to the Executive Director

Responsibilities

YWCA Mission

Maintains and demonstrates familiarity with the Mission of the YWCA and commitment to racial justice, inclusion, cultural diversity and women's empowerment

General

1. Must convey information regarding the Association, activities, fiscal matters, appointments, vendors, member interactions and more with the Executive Director and other staff members
2. Attends staff meetings

Bookkeeping

1. Ensures accurate bookkeeping, payments, and recordkeeping.
2. Maintains cash drawer and petty cash and processes all check requests.
3. Schedules check-signing dates
4. Prepares monthly documentation for the Board
5. Prepares and submits monthly, quarterly and annual fiscal reports on a timely basis
6. Maintains fundraising records and reports
7. Keeps all Association records and payroll confidential
8. Performs other duties as assigned by the Executive Director

Clerical

1. Serves as a receptionist, greets members and visitors, answers the phones, receives class registrations, etc.
2. Is knowledgeable of all program offerings, events and other activities scheduled through the YWCA
3. Maintains membership database, program attendance, class registrations, payments, and other records as required
4. Serves as computer resource person for the staff and interacts with the computer contractors on behalf of the YWCA
5. Purchases routine office supplies and program supplies; may research prices on major items and equipment and make recommendations to the Executive Director
6. Supports staff by typing, duplicating, phoning, etc.
7. Performs other duties as assigned by the Executive Director

Qualifications Required

Education

Position requires a minimum of a high school diploma or related vocational training.

Experience/Skills

Computer experience, especially with accounting software, word-processing and desktop publishing is required. Must exhibit excellent verbal, written and interpersonal communication skills with experience in customer service. Must have strong abilities in organization, the ability to manage multiple tasks, and be detail and accuracy oriented. Must be able to perform all duties and requirements associated with the position.

Physical Requirements
Individual must have sufficient physical health to perform the duties and responsibilities of the position. Must be able to speak clearly and fluently over the telephone and in person. Must work well individually and with others. Individual must have acute consciousness of safety and a positive attitude toward accident prevention.

Essential Position Requirements
Employee must possess and maintain a valid Ohio driver's license. May require some lifting of up to 40 lbs. on occasion. Involves mostly sitting, but could involve long periods of standing or walking. Requires frequent work primarily with fingers and hands. Must have clarity of vision at 20 inches or less and be able to perceive sounds by ear. The position requires stooping, crouching and reaching.