



COME JOIN OUR TEAM!

We are currently looking to fill two positions:

BOOKKEEPER/ADMINISTRATIVE ASSISTANT and a DIRECTOR OF FACILITIES AND GROUNDS

BOOKKEEPER & ADMINISTRATIVE ASSISTANT: the Bookkeeper / Administration Assistant will be responsible for maintenance of accounts payable, accounts receivable, accounting system updates, monthly journal entries, account reconciliations, accrued expenses etc. Additional work includes, Membership and program revenue, donations, appropriate HR benefits and functions, and payroll.

Qualifications: Bachelor's degree in business, accounting or related area and/or equivalent experience preferred. 3+ years of experience is preferred in accounting, billing and/or related financial functions. Proficient use of Accounting Software and Microsoft Office.

Additional Information: Wage Range \$19 to \$24. Work schedule has a flexible work option. Benefits include Health Insurance, Life Insurance and Retirement.

DIRECTOR OF FACILITIES AND GROUNDS: will be responsible for all on site repairs and maintenance. Perform necessary repair jobs with the YMCA and Camp Thompson facilities. Additional work includes: Develop a staff-cleaning schedule, keeping the facility clean and safe for its members. Maintain facility inspections, pool maintenance, and other regulatory requirements governed by the Public Health Department. Understanding the daily operation of HVAC Computer Software program overseeing building management. Directly in charge of the daily upkeep of the YMCA and Camp Thompson facility.

Qualifications: Related experience maintaining a full function facility. Experience in HVAC, plumbing and electrical work. Knowledge of Swimming Pool Maintenance and **CPO certification will be required within the first year.** Minimum two years' experience managing staff and excellent human relation skills, and organizational and communication skills.

Additional Information: Wage Range \$19 to \$24. Work schedule has a flexible work option. Benefits include Health Insurance, Life Insurance and Retirement.

**Submit Resume and Letter of interest to Jamey Mullen at:
jmullen@norwichymca.org or visit the YMCA Facebook page
for more in depth information**