



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Princeton Family YMCA

59 Paul Robeson Place
Princeton, NJ 08540
609-497-9622

POSITION AVAILABLE

Accounts Payable/Payroll Specialist

The Princeton Family YMCA seeks an energetic and self-directed individual to coordinate the organization's accounts payable process, and administer the organization's payroll and benefits program.

The ideal candidate will have direct experience with A/P management, payroll processing and benefits administration, purchase orders, financial reporting, reconciliations, and other clerical processes. Other areas of responsibility include but are not limited to: support of general financial administration and audit processes; compliance with required regulations and filings; making daily deposits; and supporting cash flow analysis.

This position requires strong attention to detail, excellent analytical and organizational skills, strong interpersonal skills, an ability to manage many projects simultaneously and complete them on deadline, and ability to use accounting, relational database and spreadsheet software. As a team member, the candidate must subscribe to, advocate and demonstrate the YMCA four core values.

The successful candidate will have a minimum of one to two years' progressive experience with a bachelor's degree in accounting, finance or business. Experience with MIP and ADP software a plus.

The Princeton Family YMCA is an equal opportunity employer committed to diversity in the workplace.

To apply, please send resume, cover letter and salary requirements by July 30, 2010 to: Jennifer Scarpa, Director of Finance & IT, jscarpa@princetonymca.org

The Princeton Family YMCA Mission:

The Princeton Family YMCA is a charitable, not-for-profit community organization dedicated to enriching the spirit, mind and body and improving the quality of life. We create and deliver values-based programs that draw their inspiration from our Judeo-Christian heritage. We serve people of all ages, races and creeds, with an emphasis on families and youth.