

Ridgewood YMCA Job Description

Job Title:	YMCA Camp Bernie Registrar	FLSA Status:	Exempt
Status:	Full Time – Year-Round	Department:	Office
Reports to:	Executive Director	Revision Date:	5/17/21

Salary: \$40,000

Starting Date: July 16, 2021

Other Remuneration: Benefits as listed in the current personnel policy of the association.

Qualifications:

- Degree in related field or 3 years related work experience
- Minimum 1 year supervisory experience
- Accounting/bookkeeping skills
- Strong organization, time management, and attention to detail
- Proficiency in Microsoft Excel, Outlook, Google, and Word
- Comfortable learning new technology
- Excellent customer service, written and verbal communication skills
- Flexibility and comfort working in a camp setting
- Standard clearance of criminal and character background check is a prerequisite
- Embrace the YMCA cause of: Youth Development, Healthy Living and Social Responsibility

Position Summary:

The Office Manager is responsible for managing all of the financial affairs of YMCA Camp Bernie under the direction of the Branch Executive Director and Ridgewood YMCA Controller and CFO.

Essential Job Functions:

Financial Management

- Invoice, collect, receipt and report payments for Summer Camp, Group Trips, Advantage Care, and Special Events
- Oversee payables, petty cash, and Camp Store
- Reconcile accounts and provide End of Month and other financial reports
- Manage overall budget preparation
- Assist with registration, scholarships and financial aid, discounts/incentives
- Payroll distribution and overall management

Office Responsibilities

- Supervise Camp Registrar
- Oversee office procedures and policies
- Maintain functionality of office machines and systems
- File paperwork and utilize good organizational skills to optimize office functionality

Customer Service

- Answer the telephone, return calls and forward messages as needed, check and respond to emails, and assist walk-in customers in a timely manner.
- Consistently provide friendly, courteous assistance which includes building and maintaining healthy professional relationships with customers, staff, and groups.

Other

- Perform all other tasks as assigned by the Executive Director.

Work Environment and Physical Demands:

- Must be able to sit for extended duration.
- Must be able to ascend/descend stairs.
- Must be able to lift up to 25 pounds occasionally.
- Must be able to walk on uneven surfaces in the out of doors.