



Energetic and Passionate Individual Wanted!

YWCA is looking for a dedicated individual who enjoys working with people to serve the YWCA mission.

11/08/2021

JOB TITLE: Finance and Human Resources Specialist

RESPONSIBILITIES

The Finance and Human Resources Specialist completes finance duties, payroll and human resources functions for the YWCA McLean County. Essential duties listed below may adjust as finance and human resources needs change over time.

JOB REQUIREMENTS

- Related work experience in accounting or business administration and human resources required.
- Bachelor's degree in Accounting, Finance or Business Administration preferred.
- Knowledge of bookkeeping and accounting principles.
- Knowledge of basic HR practices and subject areas.
- Preference will be given to candidates with a working knowledge of accounting software packages.
- Must have excellent written & verbal communication skills.
- Proficiency in English required.
- Must be able to make sound decisions in professional and public settings.
- Ability to develop and maintain cooperative working relationships with multiple departments and staff members.
- Ability to problem solve with individuals at all levels of the organization with a high level of accountability and follow through.
- Ability to listen and communicate (in written and verbal form); excellent grammar, spelling and proofreading skills; ability to choose the correct mathematical methods or formulas to solve a problem.
- Ability to handle confidential financial and human resources information and to keep files and records secure.
- Ability to work in a team oriented environment.
- Ability to work independently in a time sensitive environment.
- Ability to prioritize and organize workload, multi-task, adapt quickly to change, and deliver under the pressure of deadlines.
- Proficient computer skills in EXCEL, WORD, Financial Edge and other accounting software.
- Excellent at maintaining a high level of confidentiality.
- Must be available to start as soon as possible.

WORK HOURS

Full time position, 40 hours a week, \$17-19/hour. Monday to Friday, 8 am to 5 pm or similar business hours. Full benefits package included.

TO APPLY: Submit a resume and YWCA employment application to Human Resources. Position will be open until filled. Applications are available at the YWCA administration front desk or can be downloaded from:
www.ywcamclean.org/jobs

Human Resources
YWCA McLean County
1201 N Hershey Road Bloomington, IL 61704

YWCA McLean County is an equal employment opportunity employer.