TITLE: Accounts Payable/Payroll Clerk

Full-time
$20.00 per hour

RESPONSIBLE TO: Accounting Director for Receivables/Compliance

JOB SUMMARY: Responsible for all payables including payroll and payroll expenses, insurance, retirement contributions, National dues, current and accrued debts.

MAJOR RESPONSIBILITIES:

**Financial Management and Reports of Association Payables**
- Monitors and ensures timely payment of debts
- Ensures that payroll, time sheets, leave records and benefit records are accurate and processed with accuracy
- Provides monthly report of outstanding debts
- Assists with the annual financial audit of the Association
- Assists with the monthly financial reporting

**Public Relations**
- Assists with efforts which promote the fund development of the Association
- Assists with tracking in-kind donations and acknowledgements
- Assists with greeting and assisting YWCA clients and donors
- Supports the YWCA mission and its One Imperative with internal and external constituents

**OTHER RESPONSIBILITIES:**
- Performs other duties as are deemed necessary to fulfill the mission and accomplish the goals of the YWCA of Greater Memphis

**QUALIFICATIONS:** Associate degree in Business Administration, Accounting, Finance or Management with a minimum of three to five (3-5) years of experience working in accounts payable or payroll with automated accounting systems.

**KNOWLEDGE, SKILLS, ABILITIES:** Computer accounting, interpersonal skills, and the ability to effectively communicate verbally and in writing.
modom@memphisywca.org
YWCA Greater Memphis
Attn: Marquiepta Odom or Interim Executive Director
766 South Highland Street
Memphis, TN 38111
Closing date is May 9, 2022. No phone calls please.