**Job Title: Finance & Member Services Assistant (Part-Time)**
**Location:** Family YMCA of Lancaster and Fairfield County, 465 West Sixth Avenue, Lancaster, OH 43130
**Position Type:** Part-Time (approx. 10-15 hours/week)
**Reports to:** Senior Director of Operations
**Application Deadline:** August 1, 2025

**About Us**

At the Family YMCA of Lancaster and Fairfield County, we are committed to strengthening the community through youth development, healthy living, and social responsibility. We believe in creating a work environment where people belong, thrive, and contribute meaningfully to our mission. Join our team and help make a lasting impact in the lives of others!

**Position Summary**

The **Finance & Member Services Assistant** plays a critical support role in ensuring smooth financial operations and delivering excellent service to internal and external stakeholders. This part-time position assists with accounts payable, financial documentation, billing processes, and tracking philanthropic efforts, while also supporting membership operations and reporting.

**Key Responsibilities**

* Process **accounts payable** and support related ledger entries in coordination with the Controller.
* Prepare and track **bank deposits** in a timely and accurate manner.
* Assist with **filing and organizing financial documents**, maintaining confidentiality, and compliance.
* Support **audit preparation** by gathering requested records and coordinating document submission.
* Generate regular and ad hoc **member service reports** as needed.
* Manage **monthly corporate billing** processes, including **CareSource** and **FitOn Health** invoicing.
* Track and coordinate staff participation in the **Annual Giving Campaign**, maintaining clear records.
* Maintain documentation for **United Way funding** and reporting needs.

**Qualifications**

* Prior experience in bookkeeping, finance, or administrative support is preferred.
* Familiarity with billing systems and basic accounting practices.
* Strong organizational and time-management skills with attention to detail.
* Comfortable working independently and handling confidential information.
* Proficiency in Microsoft Excel, accounting (SGA) software, and membership software (Daxko), a plus.
* Commitment to the mission and values of the YMCA, including honesty, caring, respect, and responsibility.

**Working Conditions & Benefits**

* Flexible schedule available within standard business hours.
* YMCA membership benefits included.
* Opportunity to contribute to a purpose-driven nonprofit organization.
* Positive, inclusive team environment with growth opportunities.

**To Apply:**

Please submit your resume and a brief cover letter detailing your interest and experience to sbirdwell@ymcalancaster.org. We are an Equal Opportunity Employer and value a diverse and inclusive workplace.