

WE ARE **HIRING**



York County
Economic
Alliance



BE OUR NEXT

Accounting Manager

**WHO
WE'RE
LOOKING
FOR**

This position is responsible for providing accounting and administrative support to the operations department and the staff of the **York County Economic Alliance (YCEA)** and its related entities.

This individual must have a strong ability to multi-task, meet deadlines, and work independently. This individual must be team-oriented and represent the organization competently and professionally with colleagues, members, volunteers, and the general public. This position reports to the Vice President, Operations & CFO.

WHAT YOU'LL BE DOING

- Assist CFO with month and year-end financial reporting and projects for multiple entities.
- Assist CFO with year-end audits for multiple entities.
- Provide administrative support to YCIDA's and PEDYC's board of directors.
- Assist in the processing of accounts payable invoices for multiple entities.
- Process accounts receivable deposits (including electronic receipts) for multiple entities.
- Assist with membership dues and sponsorship collections.
- Assist with grant administration and tracking.
- Serve as backup for other members of the Operations team during absences.
- Process certificates of origin for member and non-member businesses.
- Other duties as assigned.

WHO YOU ARE

- ▶ Proficient computer skills and knowledge of Microsoft Office Products.
- ▶ Ability to communicate professionally and effectively with colleagues, stakeholders, volunteers, and the public.
- ▶ Effective verbal and written communication skills.
- ▶ Ability to maintain confidential information.
- ▶ Ability to multi-task with exceptional attention to detail.
- ▶ BS degree in Accounting.
- ▶ 1-2 years of experience preferred.
- ▶ Strong organizational and time management skills.

**ADD
UP?**

APPLY!

Send cover letter, resume, salary requirements, and the names/contact information for three references in one PDF file to **LSchmaltz@YCEAPA.org** with "Manager, Accounting" in the subject line. Applications will be reviewed on a rolling basis.

Please submit resumes by Friday, September 8.

MORE STUFF YOU'LL WANNA **KNOW:**

We #MakeThingsHappen in YoCo!

We have a great team and our job is to wake up daily and make positive change occur across our County.

WHO
WE
ARE

HOW WE **SUPPORT** OUR TEAM

We offer competitive benefits that include healthcare, a retirement plan, paid family leave, and tuition reimbursement.

We respect that your personal time is important, that is why we offer paid time off and vacation leave and encourage you to utilize it.

We can accommodate flexible in-office and remote working.

We respect and encourage community volunteer involvement.

OUR COMMITMENT

The York County Economic Alliance and Downtown Inc are Equal Opportunity Employers and are committed to cultivating an environment where all voices are welcomed, celebrated and treated with respect. Our mission is to create equitable economic prosperity.

Our organization is dedicated to provide opportunities to all employees and applicants. We do not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other basis protecting employees and applicants under the law.

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WELCOMING
WORKPLACES

Still curious?

CONNECT
WITH US!



@YCEAPA
@DowntownYorkPa