



**YWCA Mahoning Valley**

25 W. Rayen Avenue  
Youngstown, OH 44503

**P** 330-746-6361

**F** 330-747-6360

[ywcamahoningvalley.org](http://ywcamahoningvalley.org)

**Staff Accountant  
Full-Time**

\$300 signing bonus

**Duties**

- Reconcile monthly non-profit accounting books
- Assist with the evaluation and analyzing of organizations budget-to-actual of financial data
- Bill accounts receivable clients for childcare and housing rent program
- Accepting and applying payments to accounts receivable accounts and cash receipts
- Assist with the annual audit
- Assist with the annual budget
- Enter accounts payable invoices for housing rents
- Assist with entering accounts payable invoices for business expenses
- Assist with other accounting and administrative responsibilities as applicable to the full job experience

**Qualifications**

- Associate Degree in Accounting
- Familiarity with Microsoft programs including but not limited to Word and Excel

To apply, email resume to [ahudzik@mvywca.org](mailto:ahudzik@mvywca.org) or mail to:

**YWCA**

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