

Job Title: Finance Clerk

Position Type: Permanent Full-time

Monday to Friday, 40 hours/week

Salary Range: \$45,000 - \$55,000

- The posted salary range reflects a variety of experience levels and qualifications that may be considered for this position. Placement within the range will be based on the successful candidate's knowledge, skills, experience, and overall qualifications.
- Benefits include three weeks vacation per calendar year, personal days after six months, health benefits, Employee Assistance Program, and YMCA Membership.

Position Overview

Reporting to the VP of Business Operations, this position will assist with day-to-day performance, maintenance and coordination of financial and administrative activities.

Duties

- Works closely with the VP of Business Operations to ensure all month-end financial duties and resulting financial reporting is completed in a timely and accurate manner and is responsible for recording day to day financial transactions, processing adjustments, reconciling accounts and preparation of monthly financial statements in the Xero accounting software environment.
- Responsible for processing Accounts Payable in a timely manner, assisting staff with submitting expenses, and maintaining vendor relations.
- Responsible for banking duties including deposits, reconciliation, coin management, and petty cash.
- Assists the Administration Department team with other duties as assigned, helping to ensure deadlines are met and procedures are followed.
- Other finance and administrative duties as assigned.

Skills & Qualifications

- Diploma in business, finance, accounting or a related field with a minimum of two years financial experience.
- Experience with accounting software; Xero Accounting an asset.
- Excellent computer skills; Advanced Excel required.
- Ability to adapt to new technology and software.
- Experience working with cash.
- Multiple Department (30+) and Fund Accounting experience for a charitable organization an asset.
- Strong problem solving skills, math skills, attention to detail, thoroughness and confidentiality.
- Driver's license and access to a vehicle required.
- Clear criminal record/vulnerable sector check required as a condition of employment.

Competencies

- **Problem Solving** – identifies an issue and works toward a solution; responds quickly to problems.
- **Self Management** – works independently with minimal supervision.
- **Initiative** – seeks and finds solutions to problems without waiting for direction.
- **Managing Change** – initiates change process which improves the effectiveness and efficiency of the YMCA.
- **Integrity** – demonstrates responsible behavior at all times; keeps confidences.

If you would like to work in a family friendly environment, send us your cover letter and resumé by email to the attention of:

MELANIE ROY
VP, Business Operations
melanie.roy@ymcamoncton.ca

Application deadline: August 9th, 2026

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

About us

At the **YMCA of Greater Moncton**, we believe in creating spaces where everyone feels welcome, supported, and empowered to shine in their own way. As a charitable organization, we've been building healthy, vibrant, and connected communities since 1870—offering programs that inspire people of all ages, abilities, and backgrounds to grow stronger in body, mind, and spirit.

We've come a long way in 150+ years! In 2020, we proudly celebrated our milestone anniversary *and* expanded our reach with a new satellite location in Moncton's North End—bringing even more opportunities to connect, belong, and thrive.

Why Join the YMCA?

When you work at the Y, you're not just starting a job—you're stepping into something bigger. You become part of a purpose-driven team, helping children, youth, adults, and families unlock their full potential. Every role at the YMCA makes an impact. Whether you're leading programs, supporting behind the scenes, or welcoming members at the front desk, your work helps light the way for others.

Be the spark that inspires change.
Be the spark that lifts up your community.
Be the spark that helps others shine.