ACCOUNTING SPECIALIST

YWCA Delaware is seeking an **Accounting Specialist** to manage the payroll and disbursement processes. The Specialist will ensure the payroll data and benefits are processed accurately, timely and efficiently. They will ensure all payroll and HR related reports are submitted both externally and internally, provide guidance on payroll processes and systems, and assist in training employees on payroll systems.

Candidates must have at least 3 years of accounts payable and automated payroll experience, preferably with the Paylocity platform. A Bachelor’s degree in Accounting, Finance, or Business Management is preferred; Associates degree with payroll and accounts payable work experience will be accepted.

Candidates must be able to work independently and manage multiple tasks, priorities and competing deadlines. This position requires strong interpersonal skills and demonstrated experience working in a collaborative team environment. Candidates must have demonstrated knowledge of on-line payroll systems including online time reporting systems and interfaces (Paylocity preferred) and accounting software (MIP/Abila preferred).

We offer a competitive salary, 30 hour work week, and comprehensive benefits package. Qualified candidates should send a cover letter, resume and salary requirements to resume@ywcad.org. No phone calls please.

YWCA Delaware is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply. To learn more about YWCA Delaware, please visit our website at www.ywcade.org.

YWCA Delaware is on a Mission to eliminate racism, empower women, stand up for social justice, help families and strengthen communities. Annually, nearly 6,700 people participate in our comprehensive programs. YWCA Delaware is a leading advocate for women by providing housing, violence prevention and sexual assault crisis services, financial empowerment, racial justice and youth programming. We empower women politically, financially and socially, while fostering the confidence and can-do attitude needed to eliminate barriers and overcome life’s obstacles. We are a statewide organization headquartered in Wilmington, Delaware.