



WORK AT THE Y

Administrative Specialist

\$12-\$14/hour

PART-TIME

Under the direction of the Human Resources Director and Chief Financial Officer, this shared position will perform accounts payable and human resources tasks. The focus will be on daily/weekly input of accounts payable invoices, check printing, document maintenance, recordkeeping, job postings, application processing, assisting with payroll and onboarding, and maintaining data bases. Also, assist with meetings, projects, special events, and other duties as assigned. This position works closely with Directors, staff, and volunteers to ensure all areas of Administration, Human Resources and related functions are accurate and in compliance with federal and state requirements.

Qualifications:

- Education or experience in Accounting, Human Resources, or related field.
- Proficiency in use of basic office equipment and data entry/maintenance.
- Must be able to understand general and business communications, effectively present information and respond to inquiries at an individual or group level.

Schedule

- Monday through Friday, 15-20 hours per week, with occasional evening and weekend hours as needed for special events.



HOW TO APPLY:

A fully completed Stevens Point Area YMCA Employment Application is required. Scan the QR code to apply online or stop by the Member Services desk for a paper application.

The Stevens Point Area YMCA is an equal opportunity employer functioning under an Affirmative Action Plan.

FREE
Y Membership

Flexible
Schedule

Discounts on Y
programs and
Child Care

Internship
Credit/Work
Experience

Y Retirement
Savings Account

Supportive
Community

Inclusive Work
Environment