Youth Volunteer Corps
Accounting & HR Manager

Do you long to make a positive impact on the world while using your accounting skills and experience? Are you a priority-juggling, self-initiator who likes to have variety in your job? Do you enjoy owning your own projects and tasks, but having a team around you for support? YVC is looking for diverse candidates for this exciting new position at its headquarters office!

The Organization: Youth Volunteer Corps (YVC) is an international network of youth development programs headquartered in Kansas City, MO. YVC engages youth ages 11-18 in volunteer opportunities that address community needs and inspire youth for a lifetime commitment to service. Since 1987, over 300,000 YVC youth volunteers throughout the U.S. and Canada have served over 5 million hours in their local communities!

Position Summary: The Accounting & HR Manager is a new role at YVC Headquarters. This position was created to support our growing organization and a new need for a central person coordinating accounting and HR functions. Special projects and additional responsibilities will be given based on candidate strengths. The position reports directly to and will work closely with the CEO.

Location and Culture: YVC’s national headquarters is located in a beautifully restored home built in 1874 in the Quality Hill District of downtown Kansas City. Inside this house, you’ll find energy, enthusiasm, and loyalty to the idea that youth-service can change the world. The Accounting & HR Manager will join a staff working hard toward a powerful mission while also having a lot of fun! A portion of this position’s schedule could be remote if desired.

Skills needed for a successful experience in this position:
- Accounting degree or significant, relevant accounting experience; experience with nonprofit accounting and restricted funds preferred
- Experience with QuickBooks or similar accounting system
- Human resources experience is a plus but not required
- Proficient knowledge of office software (Microsoft Outlook, Word, Excel) and ability to effectively conduct internet research
- Be a U.S. citizen or a permanent resident alien

Characteristics for a successful experience in this position:
- Detail-oriented, thorough, and accurate
- Highly organized and systematic in approach, ability to juggle multiple priorities
- High initiative and ownership; excellent independence and follow-through
- Effective writing and editing skills
- Good interpersonal skills and desire to help others
- Analytical; excellent critical thinking skills
- Good judgment and decision-making skills, effective problem solving ability
- Consistently positive attitude
- Excitement about our mission

Primary Responsibilities:
Accounting
- Prepare annual budget. Assist with development of program budgets and grant budgets. Monitor income and expenses on an ongoing basis.
Work with fundraising team to maintain accurate records of restricted funds. Advise accounting firm on appropriate release of restricted funds.

Work with accounting firm to prepare accurate monthly financials. Advise accounting firm on appropriate accrual journal entries to be made. Prepare explanations for variances to budget for CEO.

Manage online payments for summer program participation. Create monthly invoices/checks (minimal). Process credit card payments. Receive and process deposits.

Complete monthly review of investments, bank statements, GL coding, and bank reconciliations completed by accounting firm.

Work with payroll company to manage YVC compensation. Review semi-monthly timesheets through payroll software. Gather and submit semi-monthly payroll and quarterly payroll tax paperwork to payroll company. Work with state and federal entities for any withholding tax issues/questions.

Work with insurance and retirement firms to effectively manage employee benefits. Monitor employee PTO.

Prepare documents for annual audit independently and with accounting firm. Be primary liaison for on-site audit team.

Work with accountant firm or independently complete annual 990.

Human Resources

Develop job descriptions and job ads. Post job ads for open positions. Screen initial resumes. Complete background checks and develop hiring paperwork. Submit payroll change forms.

Coordinate new employee onboarding and orientation.

Other Responsibilities

Review annual insurance needs and recommend appropriate renewal. Coordinate volunteer insurance for YVC affiliates.

Coordinate staff technology needs with contracted IT company.

Support YVCHQ’s annual Summit through special projects assigned to each YVCHQ team member based upon role and strengths.

Serve as board liaison, attending board meetings, working with board Treasurer, preparing financial and management reports, and producing meeting minutes.

Compensation and Benefits:

This position is full-time with an expectation of 40 hours per week. Salary will be commensurate with experience and perceived job fit. This position receives three weeks paid time off and 14 paid holidays per year. YVC’s $0 cost benefits include employee medical insurance and life insurance, with options for employee-paid dental, vision, additional life insurance, and family coverage. A retirement plan is available, and YVC matches 50% of employee contributions up to 6% of income.

YVC is a proud Equal Employment Opportunity Employer. We value all ethnicities, perspectives, and preferences. YVC thrives on diversity, knowing how much it benefits our employees, our youth, and our communities. We are committed to building and supporting a diverse workforce and encourage people from all backgrounds to apply.

Please send your resume and cover letter to Tracy Hale at thale@yvc.org with “Accounting & HR Manager” in the subject line. Please explain why this position is a good fit for your skills and why it is one you desire. Submissions will be reviewed until the position is filled.