



Position: Financial Specialist & Office Coordinator

Reports To: Executive Director

Post Date: March 22, 2024

Category: Hourly, on-site

The Organization:

The York County Development Corporation (YCDC) is the lead economic development organization in York County Nebraska and utilizes a team approach to ensure access to all agencies and programs that can be of assistance to York County's communities, businesses, and projects.

Vision Statement: York County Development Corporation is the catalyst for economic and community vitality.

Mission Statement: Promoting and encouraging quality economic growth in York County, Nebraska

Basic Function: The Financial Specialist & Office Coordinator is responsible for maintaining the York County Development Corporation (YCDC) financial and office systems, including bookkeeping and payroll, responding to general communications, ensuring quarterly and annual filings are submitted, board member communication, membership drive and communication, grant reporting, assisting with events, and providing administrative support as needed. This position helps YCDC work to meet membership and strategic goals and to keep accurate records in QuickBooks, and other software systems utilized by YCDC. Directly responsible for ensuring members are current on membership dues and are directly responsible for coordinating a personal visit or phone call to discuss future options for membership for past-due or potential members. Ensures the Executive Director and Treasurer are provided requested and monthly financial statements/and or reports.

Skills and Abilities

- Strong positive mindset and team member participant
- Utilize QuickBooks, and Microsoft Office Suites, and be comfortable on a computer.
- Have a strong knowledge of accounting principals
- Collect, assemble, analyze, interpret, and apply data
- Skilled in oral and written communication
- Work in a fast-paced environment while meeting timelines
- Be well-organized and self-motivated

- Exercise sound judgment aligned with the YCDC vision
- Work independently with guidance, coaching, and direction
- Provide thoughtful input, and be innovative and an objective thinker

Candidacy:

The ideal person for this position is interested in long-term community and economic development and is skilled in bookkeeping. This is characterized by a high degree of responsibility, accountability, detailed focus, and the ability to work congenially with a wide variety of individuals, businesses, and governmental entities. This person strives to continually improve public understanding of the purpose and functions of the organization and represents the organization ethically and confidentially at all times. Additionally, this person will operate with a high degree of professionalism.

Preference for the employee to reside in York County.

Qualifications:

- Any combination of education and experience equivalent to an associate’s degree in business administration, accounting, bookkeeping, or related field and over two years of work experience in a similar field, economic development, or business management. Experience and knowledge of membership strategies and QuickBooks are necessary.
- Ready willingness and desire to work with all people: inclusive of race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, and all other identifiers.
- The nature of the position may require the Development Coordinator to travel and attend meetings outside the regular business hours (M-F, 8A-5P), including overnight trips.
- Possess a valid driver’s license and the ability to be insured.

Job location:

- This position will have an office in the YCDC offices at 601 N. Lincoln Ave., York, NE 68467

Application Process:

Apply today! The position will be available until fulfilled with the right great person.

Application review will begin on April 8, 2024, and the position will remain open until filled with a qualified candidate. Please email a cover letter telling us why YCDC is your next new career. Send a letter and other relevant documents to share who you are, what you stand for, and what you’re keen to contribute to lhurley@yorkdevco.com . The subject line of your email (for easy identification) = “Yes! I’d love to be considered.”

Notice: York County Development Corporation is an Equal Opportunity Employer.