



Job Title: Staff Accountant
Job Type: Part Time, Hourly, Non-exempt
Reports to: Internal Operations Manager

Position Description

The Staff Accountant will provide a leadership role in the financial operations of the Chamber of Commerce organization (501 (c) 6) and Chamber Foundation (501 (c) 3). The critical work objectives are to manage all financial accounting operations. The Staff Accountant will be responsible for providing excellent customer service. Success requires effective cross-functional management with members of the Chamber team.

Critical Work Objectives

- *Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, payroll accounts, cash flow forecasting.
- *Reconcile all balance sheet accounts on a monthly basis
- *Process cash disbursements on a weekly basis, or as necessary
- *Process general ledger transactions and post entries
- *Reconcile all credit card purchases to monthly statements
- *Perform all cash account reconciliations for all relevant bank accounts and petty cash
- *Manage all annual reporting requirements
- *Prepare monthly financial reports for Board review and approval
- *Prepare annual budget working with staff in their area of service
- *Prepare all information to auditors to complete the annual review
- *Manage Dune Dollar Gift Certificates excel spreadsheet
- *Assist with financial models and other projects as needed
- *Ensure compliance with generally accepted accounting principles(GAAP)
- *Generate invoices as required for events & programs
- *Reconcile Farmers Market tokens on a weekly basis during the Farmers Market season
- *Monthly Flex Plan reimbursements

Operations:

- *Input payroll information for payroll vendor on a bi-weekly basis
- *Make cash deposits as needed
- *Manage on boarding of employees, completing forms for appropriate benefits
- *Manage all insurance policies (workers compensation, general liability, D&O,ect)
- *Perform back-ups for accounting system on a regular basis
- *Process 1099 forms and other forms relevant to the organization

Knowledge, Skills and Abilities Required:

- *At minimum, completion of an Associates degree with an emphasis in accounting or finance, Bachelor's degree a plus.
- *Three to five years of related work experience, with proven results in accounting with nonprofit finance a preferred.
- *A passion for non-profit organizations and best practices.
- *Working knowledge of Northwest Ottawa County preferred.
- *Ability to collect and analyze information, make decisions, generate creative ideas and implement them within the organization.
- *Must be able to organize, prioritize and manage multiple tasks with short deadlines while maintaining close attention to detail.
- *High level interpersonal and communication skills and the ability to effectively interact with fellow team members, membership and the community at large.
- *Demonstrated ability to exercise a high level of insightful judgement, diplomacy, cultural awareness and respect when interacting at all levels inside and outside the Chamber.
- *Ability to handle confidential information in a professional manner.
- *Maintain a professional image, positive, upbeat and enthusiastic with willingness to help in a team environment.
- *Strong writing, editing and critical thinking skills
- *Demonstrated proficiency in relevant software programs to include, Microsoft Office, Database systems: Sage(Peachtree) and QuickBooks.
- *Experience with membership software programs a plus.
- *Willingness to be flexible and adaptable in a fast-paced environment.
- *must be business focused, adaptable, genuine and respectful.

Physical requirements/Working conditions:

- *Climate controlled office environment
- *Minimal physical requirements other than occasional light lifting of boxed material
- *Dynamic, time-sensitive environment

Work Hours: This position will be 32 hours a week with some flexibility for a set weekly schedule and ability to work remotely occasionally.
Office is open Monday through Friday, 8 am to 5 pm with one hour lunch breaks.

Pay Rate: Commensurate with education and experience. Full time individual benefits apply to this position.