



Bookkeeper Job Posting

Bookkeeper

The Old Saybrook Chamber of Commerce, a nonprofit membership organization serving and supporting local businesses, located at One Main Street, Old Saybrook, has an immediate opening for an energetic, friendly, quick learner to work as a Bookkeeper. This is a flexible part-time position, 8-10 hours a week. The Bookkeeper will report directly to the Executive Director.

Job Responsibilities

As Bookkeeper you will be responsible for the financial tasks of the office. Duties include:

- Quickbooks
- Accounts Payable & Receivable
- Banking and Filing
- Create invoices and email/mail as appropriate
- Maintain member financial information in ChamberMaster Database Management software
- Integrate Quickbooks with ChamberMaster
- Process and document Credit Card Transactions and Integrate with Quickbooks
- Process and document Debit Card Transactions
- Be welcoming and helpful to residents and visitors
- Other administrative duties and projects as assigned

Minimum Qualifications

- Working knowledge of Quickbooks
- Professional demeanor and confidentiality a must
- Quick learner – willingness to learn new software applications
- Ability to work on multiple projects simultaneously
- Attention to detail
- Able to work well on a team and be flexible
- Knowledge of the Old Saybrook area is a plus

Hourly wage starting at \$12/hour

Please send letter of intent and resume by February 24, 2017 to:

Judy Sullivan, Executive Director
P.O. Box 625
Old Saybrook, CT 06475
Fax: 860.388.9433
Email: judy@oldsaybrookchamber.com