

Bookkeeper/Administrative Assistant

Full-Time

Job Summary:

The Office Bookkeeper/Administrative Assistant provides bookkeeping support, including keeping and managing records of financial transactions for the company; and general communication & administrative work that supports the President, Membership Director and Marketing & Communication Director of the South Lake Chamber of Commerce.

Duties and Responsibilities:

- Ensure that accounts receivables are billed, collected and deposited promptly
- Ensure that all accounts payables are entered, processed, and paid in a timely manner
- Reconcile all bank statements
- Prepare payroll, track PTO and other employee benefits
- Responsible for filing accounting documents and creating/maintaining accurate files
- Assist in the creation of the Annual Budget and track progress
- Prepare timely financial information for the Chamber Executive Committee, Board of Directors throughout the year
- Update & maintain member database
- Participate in member retention process
- Answer phones, direct calls and take accurate messages
- Coordinate and schedule appointments/meetings
- Maintain and track all insurance policies
- Provide administrative support for management as needed including, but not limited to; letter writing, minute taking, preparation of member packets, mail-outs, photocopying, scanning etc.

Requirements and Skills:

- Strong working knowledge of Quickbooks accounting software is required
- Must have knowledge of MS Office programs and office equipment
- Excellent time management skills and ability to prioritize work
- Strong communications skills, both verbal and written & the ability to interact clearly and effectively with chamber membership and the general public
- Strong and proven customer service skills, with an emphasis on customer satisfaction
- Strong organization skills with the ability to multi-task
- The ability to work effectively with minimal supervision at times

Only local candidates will be considered.