



## **Job Description**

### **Manager of Administration and Finance**

#### **Organizational Background**

Dakota County Regional Chamber of Commerce is committed to building a stronger regional business community. We serve the cities of Egan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships. For nearly 60 years, your Chamber has worked to improve members' success through advocating public policy, providing networking and professional development opportunities, and encouraging economic development.

#### **Our Mission**

The Dakota County Regional Chamber of Commerce is the influential regional voice that champions promotion and improvement of the business environment, cultivating vibrant regional and local communities.

#### **Position: Manager of Administration and Finance**

The Manager of Administration and Finance is responsible for a variety of tasks related to general office processes and technology systems, database management, administrative support, financial reporting, budgeting, invoicing, payroll and retention of membership accounts. This position interacts with Chamber members frequently through member retention and customer service activities. The position reports directly to the Chamber's president.

#### **Detailed Responsibilities**

##### **Office**

- Answer telephone and greet visitors
- Ensure office equipment and technology is in working order and that service is provided within budget guidelines
- Maintain adequate office supplies for general operations and for specific functions upon request
- Assist with event registration and maintain attendance records
- Process mail and respond to general inquiries
- General administrative support of various Chamber programs and special projects
- Actively support and participate in Chamber events and programs
- Represents the Chamber in a professional manner
- Perform other job duties as assigned

##### **Administration and Finance**

- Management of accounts receivable and accounts payable information through ChamberMaster and QuickBooks
- Prepare and disburse checks, invoices, and deposits regularly for Chamber and Charitable Foundation
- Manage general correspondence, renewal thank you letters, etc.

- Maintain Chart of Accounts and General Ledger for Chamber and Charitable Foundation
- Produce monthly financial statements for Chamber
- Complete monthly reconciliation of all bank accounts
- Payroll
- Benefits administration
- Work with Chamber's payroll service and accountants to prepare quarterly payroll tax deposits, tax returns, IRA deposits, and annual audit/review
- Monitor taxable sales and file quarterly Sales Tax Reports with the Minnesota Department of Revenue
- Assist with annual budget preparation

#### **Member Retention**

- Responsible for data management of Chamber member accounts as well as others included in database
- Works renewal accounts and targeted major accounts as assigned
- Implement monthly retention program for first-year renewal accounts as well as development of retention plan for long-term members
- Assists Chamber members in developing engagement plans through their membership including participation, marketing, and volunteerism
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Closely monitor industry trends, economic conditions, and local issues impacting the Chamber's membership retention efforts

#### **Knowledge, Experience, and Education Required**

- Associate's degree, professional certification in administrative services or administrative support experience
- Experience working in the chamber of commerce/association management industry preferred
- Strong interpersonal skills to effectively cultivate relationships with members, volunteers and community stakeholders
- Ability to organize, plan and prioritize workload involving multiple projects at one time
- Ability to exercise judgement and problem-solving skills
- Strong ability to work independently and as part of a team in fast-paced, changing environment
- Capable of maintaining sensitive/confidential information
- Must have the ability to foster the values of member relations and quality assurance in customer service
- Proficient in QuickBooks and Microsoft Office programs including Outlook, Excel and Word

#### **Physical Demands**

While performing the duties of this job, the employee is required to work at a desk and computer for long periods of time, is occasionally required to stand. Employee may be required to lift materials of up to 35 pounds.

#### **Work Environment**

Majority of duties will be performed in and from the Chamber's office in Eagan during regular business hours. Some work off-site may be required through member meetings and events, as well as occasional work on evenings, weekends and/or holidays.

**Time Commitment**

The average time commitment will be 32-40 hours per week in order to fulfill the duties required of this exempt position. Flexibility on specific work days is available.

**Compensation and Employee Benefits**

Compensation is commensurate with experience. Health insurance is provided through a monthly stipend, proportionate to the cost of the employee. Other benefits include life insurance, paid holidays, personal time off policy, retirement matching program, reimbursement of business travel, professional development and training, and annual performance incentive. The Chamber strives to provide compensation at market rates when compared to like-organizations.

**Reasonable Accommodation**

It is the policy of the DCR Chamber to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The Chamber is an Equal Opportunity Employer.

Please submit cover letter, resume and salary requirements to:

Maureen Scallen Failor, President  
Dakota County Regional Chamber of Commerce  
1895 Plaza Drive, Suite 110  
Eagan, MN 55122  
[mscalleanfailor@dcrchamber.com](mailto:mscalleanfailor@dcrchamber.com)

Position will remain open until the final candidate is selected. No phone calls please.