

## **Finance and Administrative Director Position**

### **POSITION SUMMARY:**

Responsible for the day-to-day administrative and financial operations of the Schuylkill Chamber of Commerce.

### **POSITION DETAILS:**

- Assists with planning, developing, organizing, implementing, evaluating and performing of administrative procedures.
- Management of financial operations, including all bank deposits, account reconciliation, accounts receivable, accounts payable, invoicing, payroll, inventory control, financial statement preparation, petty cash control. - Position is responsible for all Chamber invoicing
- Maintains corporate records and works with the Chamber auditors to prepare annual financial reports, audited reports, and tax submittals
- Prepares all financial statements for review and approval by the Chamber Board of Directors on a monthly basis for both the Chamber operations and the Chamber building including balance sheets, and profit/loss performance to budget reports as well as monthly vendor transaction reports
- Prepares all financial statements for review and approval by the Chamber Foundation Board of Directors on a quarterly basis, including balance sheets, and profit/loss performance to budget reports as well as transaction reports
- Works directly with the Chamber's president & CEO to prepare financial information and preliminary budget for the Budget Committee
- Responsible for internal payroll and benefits coordination.
- Maintains all Chamber personnel files in a confidential and legal manner.
- Group coordinator for fringe benefit programs including health care, dental, and pension packages in line with established Chamber Human Resources Policy and Procedures as approved by the Chamber Board of Directors and under the supervision of the Executive Director.
- Works with human resources consultant(s) as directed by the Chamber's president & CEO
- Maintains corporate records, prepares minutes of Board meetings
- Organizes information for meetings and coordinates all activities related to corporate business.
- Responsible for the coordination of the Revolving Loan Program under the direction of the Chairman of the Revolving Loan Committee, and Executive Committee
- Responsible for CRM interface to QuickBooks and CRM support

### **ADMINISTRATIVE DUTIES:**

- Assists the Chamber's president & CEO, schedules appointments and media interviews
- Assists with correspondence and performs all secretary/receptionist activities required to conduct Chamber and building functions
- Maintains and updates member files in the CRM management program
- Creates and manages data bases as necessary to perform job duties.
- Works with staff on day-to-day communication with Chamber members including written, e-mail, and verbal
- Assists staff manage Chamber committees
- Monitors supplies and orders/verifies delivery of office, kitchen, and miscellaneous supplies. Keeps supplies properly stocked and organized at all times
- Completes quarterly reports for State and County government including but not limited to DCED and CDBG. .
- Keeps all information CONFIDENTIAL at all times according to corporate policy and procedures.

### **TEAM DUTIES**

- Liaisons to Chamber partners for the purpose of coordinating activities under the direction of the Chamber's president & CEO

- Set-up and/or tear down conference rooms for seminar and meeting preparation
- Assists other staff members as needed, attends Chamber programs and activities, and assists in coordination of events and special programs as requested or directed by the Chamber's president & CEO
- Assists other staff members with Affiliate Dues Sharing Program

### **TRAINING AND EXPERIENCE:**

- Associate Degree in Business Management and/or Finance or demonstration of equivalent training and/or job experience required. College degree preferred.
- Proficient in QuickBooks, Microsoft Office, Microsoft Word, Microsoft Excel, and ConstantContact  
Ability to learn the Chamber's CRM database program
- The position requires individual initiative, organization, multi-tasking, personable, patience, outstanding ability to work with people in volunteer and community settings, and a commitment to serving Chamber membership.
- Position requires ability to be a self-starter and work without close supervision and meet deadlines.

### **WORK SCHEDULE**

- The position is full-time with a 40 hour/week work schedule Monday through Friday
- May be required to attend network events outside of normal business hours

*The Schuylkill Chamber of Commerce is an equal opportunity employer.*