



Job Title:	Accounting Assistant	Position Type:	Full time
Department:	Finance	Reports to:	CFO
Position Summary			
<p>Responsible for the accurate and timely recording of financial transactions of The Chamber and providing accounting and clerical support to the accounting & finance dept. Responsible for the timely payment of all approved invoices; coding and classifying transactions within the approved chart of accounts. Responsible for depositing and recording all cash receipts; maintaining timely and accurate records of employee attendance, vacation and sick leave, and entering payroll data.</p>			
Roles and Responsibilities			
<p>Position Responsibilities:</p> <ul style="list-style-type: none"> • Opening daily accounting mail and properly sorting checks and distributing invoices to departments for approval • Reconciling vendor statements and invoices upon receipt. • Inputting all invoices into the general ledger system • Inputting all necessary end-of-month entries such as printing, supplies, copier, etc. • Maintaining all vendor files by timely filing all processed invoices to ensure appropriate documentation is in place at all times. • Processing end of year 1099's. • Making deposits of checks received on a daily basis. Verify open invoices for checks/payment received. • Processing employee payroll data which includes reconciling with payroll processor for semi-monthly payroll. • Work with health insurance carrier to ensure correct premiums are being charged each month with special consideration for new hires and terminations. • Work with 401(k) vendor to ensure correct contributions are being processed for each employee with special consideration for new enrollees and terminations. Complete annual audit. • Work with auditor to provide explanation and documentation for any questions asked. • Worker's Comp audit • Maintain company contract/grant files and coordinate offsite file storage • Attending events to collect payment as requested. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Familiarity with bookkeeping and basic accounting procedures • Competency in MS Office, databases and accounting software • Hands-on experience with spreadsheets and financial reports • Accuracy and attention to detail • Well organized with ability to perform filing and record keeping tasks • High School Degree • Associates degree or relevant certification is a plus 			
Last Updated By:	Leslie Gruver	Date:	9/21/2020