### Job Title: Accounting Assistant

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<th>Department:</th>
<th>Finance</th>
<th>Reports to:</th>
<th>CFO</th>
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### Position Summary

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.

### Roles and Responsibilities

**Position Responsibilities:**

- 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.

### Qualifications and Education Requirements

- 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 |