

DIRECTOR OF ACCOUNTING

REPORTS TO

President and Chief Operating Officer

SUMMARY

Perform professional accounting work involving the accurate compilation, preparation, and maintenance of financial data and records in accordance with Generally Accepted Accounting Principles.

QUALIFICATIONS

Bachelor's degree in Accounting, with at least one to two years of full-charge bookkeeping experience. The applicant must have excellent interpersonal and computer skills, the ability to set goals and meet deadlines, prioritize, multi-task and be extremely flexible. The applicant must be proficient in Microsoft Suite and QuickBooks.

MEMBERSHIP RESPONSIBILITIES

- Using Atlas, the membership database program, prepare membership invoices 45 days in advance and Destination Rutherford invoices 30 days in advance for all members and investors due for renewal
- Mail invoices with a letter from the President
- Merge 30-day invoices and letters for member renewals

FINANCIAL RESPONSIBILITIES

- Prepare monthly financials
- Post deposits in Atlas and QuickBooks daily
- Code bills with Chief Operating Officer
- Enter Chamber, Tourism, Economic Development, and Destination Rutherford transactions into QuickBooks, print and mail checks, file invoices, transfer amounts for operating accounts and reconcile all bank accounts
- Organize and maintain Chamber departments' reimbursements monthly
- Maintain inventory of Chamber assets for depreciation
- Perform payroll twice monthly which includes direct deposit, payroll taxes and 401k
- Prepare budget requests for Economic Development and Destination Rutherford yearly. Send requests twice a year for these two departments.

BUDGET

Prepare budget each year in conjunction with the President and Chief Operating Officer.

ADMINISTRATIVE

- Maintain employee benefit files with the addition and deletions of coverage and retirement benefits.
- Keep up with new hires and implementation of benefit dates.
- Follow through with checklist for new hires and terminated employees.
- Complete and submit compliance forms in a timely manner.
- Maintain that all vacation & sick time is accurate.

AUDIT

Organize all paperwork and assist the accounting firm with yearly audit.

NOTE

This position may have other responsibilities added as directed by the Chief Operating Officer or the President. Atlas training is required and will be provided.