Director of Accounting

Reports To:
President and Chief Operating Officer

Summary
The Director of Accounting’s primary responsibility is to ensure that Chamber financials are completed monthly in a timely manner and to ensure that revenue and invoices are properly posted in QuickBooks and ATLAS – the membership database management system.

GENERAL RESPONSIBILITIES
Handle all financials for the Chamber of Commerce.

MEMBERSHIP RESPONSIBILITIES
• 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

FINANCIALS
• Prepare monthly financials
• Post deposits in Atlas and export/import into QuickBooks daily
• Code bills with Chief Operating Officer
• Enter Chamber, Tourism, Economic Development, Destination Rutherford accounts into QuickBooks, print checks, file invoices, transfer amounts for operating accounts and reconcile the accounts
• Organize and keep up with Chamber departments’ reimbursements on a monthly basis.
• Provide accurate record keeping regarding members who provide services in exchange for due.
• Maintain inventory list for Chamber assets

Manage the Chambers Certificate of Deposit, money market and investment accounts. Reconcile these accounts each month

Complete all aspects of payroll twice a month. Coordinate and implement direct deposit, 401K contributions and tax due dates

Prepare budget requests for Economic Development and Destination Rutherford yearly. Mail formal requests twice a year for these two departments

Budget
Prepare budget each year in conjunction with the President.
**HUMAN RESOURCES**
Maintain employee benefit files with the addition and deletions of coverage and retirement benefits. This includes keeping up with new hires and implementation of benefit dates. Follow through with checklist for new hires and terminated employees.

**AUDIT**
Organize all paperwork and help the accounting firm for yearly audit.

**QUALIFICATIONS**
Bachelor’s degree in Accounting, with at least one to two years of full-charge bookkeeping experience. CPA certification is preferred. The employee must have excellent interpersonal and computer skills. He/she must have the ability to set goals, priorities, multi-task and be extremely flexible. The employee should be proficient in Microsoft Suite and QuickBooks.

NOTE: This position may have any and all other responsibilities added as directed by the Chief Operating Officer or the President. Additional training on Atlas is required.