

## Job Description



Position Title: **Staff Accountant**  
Employee Name: \_\_\_\_\_  
Report To: Director of Finance and Operations  
Department/Division: Finance and Operations  
Classification: Non-Exempt

### **Summary of Position:**

This position will assist in ensuring the company receives payment for goods and services offered to clients and serve as a backup for payables and other department duties as needed.

### **Essential Functions:**

#### **Accounting**

- Prepares, posts, verifies, and records customer payments and transactions related to the organization and the Economic Development Fund no later than 11:00 a.m. to be deposited. Emails payments register to appropriate staff members.
- Reconciles accounts receivable and cash deposits daily, and provides aging reports of outstanding miscellaneous billings for VP of Finance at month-end, distributing to respective departments, after review.
- Generate and print dues invoices at the beginning of each month and distribute them electronically and to the Finance Admin for mailing.
- Maintain credit card transactions, posting, reporting, and balancing daily.
- Assists with month-end and year-end close.
- Collects, maintains and reconciles all forms and AR for Chamber pledge/capital campaigns.
- Prepares cash position and management reports for VP's, Finance Director, and Accounts Payable review.
- Maintains and keeps track of dues adjustments.
- Maintains income reports for all incoming payments deposited daily.
- Oversees Membership database additions, changes, and deletions and act as point-of-contact with the provider.
- Supply "end of the month" reports (Transaction, New Members, Deletions, Comments) Membership Dept & VP of Finance.
- Updates and post all changes for pre-billing accounts in the membership database, relaying upgrade notices to Finance and Director of Membership.
- Maintains draft deposit account for membership dues.
- Markets membership database for members and non-members.
- Oversees miscellaneous billings and receivables, including adjustments and allocations to the general ledger.
- Serve as backup for the weekly AP processing/check run.
- Reconciles cash and performs month-end procedures related to the IDA, IDB, and IPB.
- Assists with month-end procedures as needed.
- Protect organizations by keeping financial information confidential.
- Answer phone inquiries and accept payments as needed.
- Serves as backup reservation and set-up of meeting room reservations for staff/member meetings, news conferences, teleconferences, receptions, and other events in conjunction with the Executive Coordinator.
- Records time and attendance daily.
- Supports the importance of Diversity, Equity, and inclusion throughout the Chamber and its program of work.
- Attends staff, departmental meetings, and safety and health training, as required, on time.

- Works when scheduled and complies with company attendance policy.
- Observes and practices all safety procedures and policies.
- Travels as required.

**Skills, knowledge, and abilities:** (these are required to enable job holder to perform the essential functions of the job). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Knowledge of modern office and secretarial procedures and methods, including telephone communications, office systems, and record keeping.
- Ability to be self-sufficient, independent, and resourceful.
- Ability to interact with colleagues, supervisors, and members face to face.
- Ability to communicate clearly, orally, in writing, and uses emotional intelligence to work through challenges and issues.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Must possess effective communication skills to deal with and negotiate with members of all backgrounds and personalities.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to read, write and communicate in English effectively.
- Must have above-average computer skills, including Microsoft Office Programs.
- Must be able to add, subtract, multiply and divide, using fractions and decimals.
- Must be able to work well under pressure and manage priorities.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up to 15 lbs. occasionally.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods while using hands, fingers, and wrists repetitively on a keyboard.
- Must be adaptable to change with short notice.

**Marginal Functions:** (Duties that are likely to be assigned to this person unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Other duties as assigned.

**Experience/Education:**

College degree in Accounting or a related field preferred. High school graduate or GED with a minimum of five years of bookkeeping experience required. Must have a valid driver’s license and pass a background and motor vehicle check.

**Work conditions:**

This position includes both environmental conditions: Activities occur inside and outside.

*Mobile Area Chamber of Commerce is an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*I have read and understand this job description and agree that I am able to fulfill the essential functions as stated above with or without accommodation. I further understand that it is my responsibility to request an accommodation, if necessary, to fulfill the essential functions of this position.*

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Applicant’s / Employee’s Signature

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Date

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Vice President's Signature

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Date