



## Job Description \*last updated 08/06/2020

**Job title: Bookkeeper**

**Work Location: The Greater Mission Chamber of Commerce, Mission, Texas**

**Job Classification: Non-Exempt**

**Reports to: President/CEO**

**Direct Reports: Accounting Assistant**

**Full-time**

**Part-time** (20 to 25 hours a week)

**Hourly Rate** (DOE \$13 - \$20)

**Salary**

**Essential Duties and Responsibilities will include but are not limited to:**

- Responsible for managing and maintaining finance activities of the Chamber, Visitor Center and Foundation
- Responsible for accounts receivables and payables, general ledger, reconciliations, year-end 1096 and 1099's
- Secure revenue and preparation of deposits
- Conduct reconciliation of all accounts on a monthly basis. Bank accounts need to be reconciled on a daily basis and the rest of the GL accounts on a monthly basis.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports through collection, analysis, and summarization of data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Assist and prepare documents for yearly audit
- Maintain and secure administrative files related to operations, financial information, lease, service contracts, new accounts, and warranties
- Direct and oversee record retention as approved by policy
- Maintain the Finance Department policies and procedures
- Present financials to President/CEO and Board of Directors
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

**Education and/or Work Experience Requirements:**

- Associate Degree in accounting or closely related field or 10 years of direct bookkeeping experience
- Minimum of 3 year bookkeeping experience
- Experience in audits and financial reviews
- Experience in Public and/or Non-Profit Accounting is preferred
- Fundamental knowledge of GAAP
- Excellent computer proficiency (QuickBooks, ChamberMaster, Google Suite, MS Office – Word, Excel and Outlook)
- Excellent verbal and written communication skills, including ability to effectively communicate with team
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

**Physical and Other Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 25 lbs
- Must be able to talk, listen and speak clearly on the telephone
- Employee may be required to travel minimally within city limits

- Ability to work flexible hours outside business hours

**How to Apply:**

Interested Candidates to mail, email, or deliver their resume with letter of interest to [president@missionchamber.com](mailto:president@missionchamber.com) or at the Chamber at 202 W Tom Landry, Mission, Texas 785272.