



## Finance Coordinator Job Description

**Purpose:** To manage the financial records, make deposits and pay all accounts payables of the Madison County Chamber of Commerce.

**Accountability:** Accountable directly to the Madison County Chamber of Commerce Executive Director and the Board of Directors.

### Responsibilities:

1. Prepare and submit weekly deposits, as well as process weekly payments to vendors as approved by the Executive Director
2. Maintain Chamber QuickBooks File and ensure regularly scheduled backups of information are occurring
3. Continually create, mail/email and track Invoices as appropriate or requested by the Executive Director
4. Manage retail cash register, including training Visitors Center staff to balance out
5. Process bi-weekly payroll time sheets once approved by the Executive Director, including paid time off and Scenic By-Way reimbursement dollars.
6. Create and maintain accurate Membership Records by keeping the membership excel spreadsheet up-to-date with contact information and payments
7. Administer the Chamber gift certificate program
8. Purchase office supplies as needed, includes, both office and welcome center supplies.
9. In conjunction with the marketing coordinator, monitor retail inventory on a regular basis and re-order of retail items in accordance with annual budget goals
10. Create, track and send invoices as appropriate
11. Track wine & consignment sales and mail monthly disbursements to vendors as necessary (on the final Thursday of each month)
12. Maintain monthly retail inventory consignment reports, with inventory done on an annual basis.

13. Reconcile bank accounts (Operating Account, Tourism Account & Gift Certificates Account) and merchant card accounts monthly
14. Generate month-end reports for Board of Director Meetings (by the 2<sup>nd</sup> Thursday of each month)
15. Enter yearly budget numbers as directed by the Board of Directors and transfer into QuickBooks file
16. File and pay annual gambling report as requested by the state of Iowa, starting in 2021.
17. Provide support of the Covered Bridge Festival and other Chamber events as assigned by the Executive Director
18. At the discretion of the ED, duties pertaining to day-to-day operations of the office may be required.
19. Answer telephone as needed to maintain excellent customer service.
20. Data entry as required for various visitor tourism reports

**Relationships:**

Relates to:

- Chamber Executive Director
- Chamber Board of Directors
- Chamber Visitors Center Staff
- Chamber Event Coordinator
- Chamber Tour Guide Coordinator
- Chamber Members

**Evaluation:**

Performance reviews will be conducted in accordance to the policies in the Manual of Operations.

**Remuneration:**

Part-time; Paid bi-weekly at assigned hourly wage.