

## Full Charge Bookkeeper

### **JOB SUMMARY:**

The Full Charge Bookkeeper is responsible for creating efficient day-to-day bookkeeping and finance operations to support the work of the Tucson Metro Chamber. The Full Charge Bookkeeper is responsible for computing, classifying and recording financial transactions to ensure the financial records of the organization are accurate. The Full Charge Bookkeeper also performs routine financial calculations, general ledger duties and reporting.

### **RESPONSIBILITIES:**

- Responsible for full cycle accounting duties
- Codes and enters vendor expense invoices
- Processes accounts receivable and invoices clients and customers
- Prepares bank deposits, daily cash and credit card reports
- Prepares month-end closings, financial statements and department reports
- Tracks fixed assets and prepares depreciation schedules
- Manages bank and general ledger reconciliations
- Ensures accuracy in general ledger
- Processes employee time sheets and payroll
- Monitors deviations from budget and informs management
- Monitors cash flow and maintains twelve-month cash flow projections, recommends action as necessary
- Complies with federal, state and company policies, procedures and regulations
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Reconciles bank statement, credit card, and balance sheet
- Posts journal entries
- Reconciles or notes and reports discrepancies found in records
- Works closely with bank to ensure the best banking arrangements and resolves any banking situations
- Assists with the yearly audit reporting and data gathering
- Assists with compliance reporting such as worker's comp audit, 401K audit, unemployment audits and the like
- Assists with HR duties such as keeping employee files up to date, benefits enrollment and reporting
- Identifies opportunities for organization to be more efficient in bookkeeping and financial processes
- Identifies historical trends in organization and uses information for projections
- Other duties as assigned

**SKILLS & ABILITIES REQUIRED:**

- 3+ years' experience in a full charge bookkeeping role
- Associates degree in accounting or related field, preferred
- Experience with financial statements and tax returns
- Capable of maintaining sensitive/confidential information
- QuickBooks experience required
- Microsoft Word and Excel proficiency required
- CRM database experience a plus
- Detail-oriented, with a high level of accuracy
- Have good organizational and time management skills yet remain flexible and adaptable to changing priorities. This person should be a self-starter with effective follow-through skills.

**Display competence in the following:**

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior is consistent with these standards and align with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**PRIMARY RELATIONSHIPS:**

The position reports to the Director of Operations. The Full Charge Bookkeeper will assist in charting the direction of the organization, assuring its accountability to all constituencies, and ensuring its effective operation. Within the organization, the position has primary working relationships with the President & CEO, senior management team, Chamber members, and on occasion the Board Chair and Treasurer. Outside the organization, the position manages relationships with service providers.

**COMPENSATION:**

Full-Time (M-F 8 a.m. – 5 p.m.), Salary, Exempt, DOE. The Tucson Metro Chamber also offers a robust benefit program after 90 days including Medical, Dental, Vision, Short Term Disability, Long Term Disability and Life Insurances. 401K with company match also offered.

**HOW TO APPLY:**

Please send your resume, cover letter and list of three references to [resumes@tucsonchamber.org](mailto:resumes@tucsonchamber.org). No phone calls will be accepted, and incomplete applications will not be reviewed. Position open until filled.

**FURTHER INFORMATION**

The Tucson Metro Chamber is a membership-based business advocacy and community development organization whose mission is to champion an environment where business thrives, and our community prospers.

The Tucson Metro Chamber maintains a policy of nondiscrimination with regard to all employees and applicants for employment. No aspect of employment at the Chamber will be influenced in any manner by race, color, religion, sex, age, national origin, disability, genetic information, veteran status or past, present, or future application for or membership in a Uniformed Service or any other classification protected by applicable federal, state or local law. All decisions made with respect to recruiting, hiring and promotions for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position and the needs of the Chamber.

The Tucson Metro Chamber is committed to maintaining a drug-free workplace to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities and property of the Chamber. As such, the results of a pre-employment drug test may weigh on being hired or retained as an employee of the Tucson Metro Chamber.

Find out more at - <http://tucsonchamber.org>.