



**Job Title:** Accounting Clerk and CRM Manager

**Department:** Operations

**Effective Date:** March 31, 2026

**Reports To:** Chief Strategy and Operations Officer

**Supervises:** N/A

**Classification:** Non-Exempt

## **Role**

This position requires a dynamic and detail-oriented Accounting Clerk and CRM (Customer Relationship Management) Administrator. This role combines assisting with financial data management with CRM system oversight, ensuring seamless financial operations and effective customer relationship strategies. This position requires accuracy in accounting processes while optimizing our CRM platform to enhance member engagement, support the membership engagement team and operational efficiency.

## **Essential Functions**

- Manage daily accounting transactions, including vendor invoicing, expense tracking, and ledger entries with precision and timeliness.
- Responsible for vendor invoices, to include entry of the invoices and W-9's in the Chambers Sage software Includes entering cash deposits in Accrisoft, taking credit card payments from members over the phone and issuing payments through US mail.
- Maintain, ensure accuracy and update CRM database records, ensuring data integrity and completeness across all member interactions.
- Support the integration of CRM with other IT systems.
- Assist in generating financial reports, to include dashboards, aging reports, expense reports and analytics to support strategic decision-making.
- Collaborate with all Chamber departments, especially member engagement to optimize system performance and accuracy of member records.
- Support security measures within the CRM platform and train Chamber users to understand updates and accurately maximize all features.
- Support system administration tasks related to database management for Accrisoft, to include database routine database maintenance.
- Immediately enter new all new members and payments into the Accrisoft system.
- Support the operations of the Chamber through assisting with events, administrative duties and other duties as assigned.

## **Education:>**

- Education: Bachelor's degree, associate's degree, preferred or working to obtain a degree in business or accounting.

## **Experience**

- Direct experience managing a CRM platform in a member driven environment a plus.



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- Prior accounting experience in payables, and receivables, preferred.
- Prior customer service experience preferred.

### **People Skills**

- Self-motivation, a desire for a highly varied work environment, the ability to manage multiple tasks at one time, and a commitment to meeting deadlines required. Proven ability to develop strong working relationships with co-workers and organizational partners to develop organizational support.

### **Other Skills:**

- Strong organizational abilities with excellent math and communication skills preferred. Computer experience required to include proficiency in the membership database, use of electronic calendar, Microsoft Office. Must have a valid Kansas Driver's License.

Salary commensurate with experience. Comprehensive benefit package included. Please submit a cover letter and resume to [info@wichitachamber.org](mailto:info@wichitachamber.org).