



POSITION ANNOUNCEMENT
11/14/18 (Open until Filled)

POSITION TITLE: Accounting Clerk
DEPARTMENT: Finance

REQUIRED QUALIFICATIONS

Business degree with emphasis in accounting or combination of experience and/or college hours in accounting may be substituted for a degree. Understanding of internal controls and segregation of duties. Additional skills include organization, attention to detail, ability to work within deadlines and proficient in Microsoft office and financial software applications. Fund accounting knowledge preferred.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

The Wichita Chamber's Finance team is responsible for accounting and reporting for five non-profit organizations using the recently implemented Sage Intacct financial software. Duties will include but not be limited to the following:

- A. Accounts Payable: Enter and code invoices for payment, including tracking approvals and communication via electronic workflow. Serve as primary contact for accounts payable questions. Log check numbers and secure checks for payment by the Director of Accounting, as well as prepare the checks for mail or other distribution. Maintain payment files.
- B. Accounts Receivable: Prepare invoices, record payments against invoices, run outstanding invoice and aging reports. Reconcile monthly transactions between the membership database and the financial system, including review and reconciliation of deferred revenue for membership dues. Prepare and submit bank deposits.
- C. Reports and Queries: Run reports from the financial system to respond to management questions and information for Boards and third-parties.
- D. Other: Provide, on a rotation basis, coverage for the reception desk during lunches and scheduled absences; answer phone, greet and direct visitors and assist with routine requests. All other duties which may be assigned.

The position is full-time, paid hourly, with rates based on qualifications. Office hours are 8:00 am to 5:00 pm, Monday through Friday. Flexible lunch schedule required for reception coverage. Benefit package including sick and vacation leave, health and dental insurance, retirement and life and disability insurance. Please submit a cover letter and resume via email only to:

Sheryl Weller, CFO
Wichita Regional Chamber of Commerce
sweller@wichitachamber.org

The Wichita Regional Chamber of Commerce is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.