

JOB DESCRIPTION
CODY COUNTRY CHAMBER OF COMMERCE
Part-time Bookkeeper/Administrative Assistant
July 2016

OVERVIEW

The Bookkeeper/Administrative Assistant is responsible for fiscal control, finance-related tasks of the various committees, activities, and programs within the Chamber organization, general bookkeeping duties, budget research, and management of specific aspects of the Buffalo Bill Art Show and the Rendezvous Royale. The Bookkeeper is supervised by the Executive Director and otherwise employed under the guidelines set forth in the Chamber Policies and Procedures Manual. This job description is not intended to be an exhaustive list of responsibilities and duties and the Bookkeeper may be required to perform other functions as directed by the Executive Director.

AREAS OF RESPONSIBILITY AND TASKS

Fiscal Management

- Assist the Executive Director in the fiscal management of the Chamber
- Daily oversight of the budget
- Keep the Director advised as to the status of the budget
- Prepare a monthly financial report which also will be provided to the Chamber Board of Directors
- Monitor and reconcile all cash, bank, and postage accounts
- Monitor, and arrange for the purchase of supplies and repairs to the office equipment
- Oversee inventory purchases
- Arrange for a physical inventory at least annually
- Timely, accurate processing and payment of all accounts payable
- Process payroll, file all payroll reports (workers compensation, unemployment, IRS forms 941 and 940, etc)
- Maintain all required payroll records
- Manage the accounts receivable of the Chamber, including all invoicing, statements, and receipting
- Maintenance of all financial records
- Provide all necessary financial records to the Chamber's designated accounting firm for the completion of the Annual Review and IRS Tax Return

Buffalo Bill Art Show & Sale and the Rendezvous Royale

- Assist the Art Show Director, as needed, with producing the BBAS and co-ordination of the Rendezvous Royale events
- Budget planning, guest registration, management of the cashiering process at the Buffalo Bill Art Show & Sale
- All financial record keeping

- Distribution of registration information and registration receipts to the Patrons' Ball and Cody High Style Event, as needed

Other

- Be available as needed to assist other staff members in the completion of projects
- Maintain a good working knowledge of the various committees and activities of the Chamber
- Assist in answering of phones and preparation for special events and other duties as assigned
- Encouraged to be actively involved in the larger Cody Country Community

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Cody Country Chamber of Commerce, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, national origin, religion, creed, sex, age, physical or mental disability, genetic information, veteran status or military service, or any other protected characteristic as established by law.

The Cody Country Chamber of Commerce expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, national origin, age, genetic information, disability or military service or veteran status. Improper interference with the ability of Chamber employees to perform their expected job duties is absolutely not tolerated.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment.