

Position: Office Services Coordinator

The Sierra Vista Chamber is expanding and seeking an Office Service Coordinator to join our team. For nearly 60 years the Sierra Vista Chamber of Commerce has been committed to building a stronger regional business community. Continuously focused on improving members' success through advocating public policy, providing networking and professional development opportunities, and encouraging economic development.

Our mission statement: The Sierra Vista Chamber promotes business and provides leadership for the community.

The Office Services Coordinator is responsible for a variety of tasks related to general office processes technology systems, database management, administrative support, bookkeeping, and retention of membership accounts. This position interacts with Chamber members frequently through member retention and customer service activities. The position reports directly to the Executive Director.

Detailed Responsibilities Office Coordination

- Answer telephone and welcome visitors
- Ensure office equipment and technology is in working order and that service is provided within budget guidelines
- Maintain adequate office supplies for general operations and for specific functions upon request
- Coordinate schedules to ensure that the office is open and covered for phones and walk-in traffic during normal business hours
- Assist with event registration and maintain attendance records
- Coordinate scheduling of the Chamber's conference room
- Process mail and respond to general inquiries
- General administrative support of various Chamber programs and special projects
- Actively support and participate in Chamber events and programs
- Represents the Chamber in a professional manner
- Management of accounts receivable and accounts payable information through ChamberMaster and QuickBooks
- Prepare and disburse checks, invoices, and deposits regularly
- Manage general correspondence, renewal thank you letters, etc.
- Maintain Chart of Accounts and General Ledger for Chamber
- Produce monthly financial statements for Chamber
- Complete monthly reconciliation of all bank accounts
- Work with Chamber's payroll service and accountants to prepare quarterly payroll tax deposits, tax returns, annual audit/review

- Responsible for data management of Chamber member accounts as well as others included in database
- Assists the Chamber Membership Representative and members in developing engagement plans through their membership including participation, marketing, and volunteerism
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Work closely with the Executive Director to monitor industry trends, economic conditions, and local issues impacting the Chamber's membership retention efforts
- Perform other job duties as assigned by the Executive Director

Knowledge, Experience, and Education Required

- The ideal candidate should have an Associate's degree, and more than 7 years of administrative and finance support experience
- Strong interpersonal skills to effectively cultivate relationships with members, volunteers and community stakeholders
- Ability to organize, plan and prioritize workload involving multiple projects at one time
- Ability to exercise judgement and problem-solving skills
- Strong ability to work independently and as part of a team in fast-paced, changing environment
- Capable of maintaining sensitive/confidential information
- Must have the ability to foster the values of member relations and quality assurance in customer service
- Proficient in QuickBooks and Microsoft Office programs including Outlook, Publisher, Excel and Word

Work Environment Majority of duties will be performed in and from the Chamber's office during regular business hours. Some work off-site may be required through member meetings and events, as well as occasional work on evenings, weekends and/or holidays.

The Sierra Vista Chamber offers a very attractive time office policy to include 10 paid holidays and personal time off. The Chamber strives to provide compensation at market rates when compared to like-organizations. No health or saving benefits offered for this position. This is a non-exempt position and compensation will be considered based on experience. The Sierra Vista Chamber of Commerce is a not for profit organization.

Reasonable Accommodation

It is the policy of the Sierra Vista Chamber to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The Chamber is an Equal Opportunity Employer.

If you were excited after reading this job description and meet the qualifications, please submit cover letter, resume and salary requirements to the Sierra Vista Chamber, 21 E. Wilcox Drive, Sierra Vista, AZ 85635 attention: Mary Tieman, Executive Director. Candidates selected for interviews will be notified by noon on Friday, December 15th and appointments will be scheduled for the following week.

Position will remain open until the final candidate is selected. No phone calls please.