



Available Position: OFFICE MANAGER

The ideal candidate will possess these skills and characteristics:

Proficient in MS Office – Word, Excel, and SharePoint
Experience with CRM systems
Experience with Quick Books, online preferred
Strong verbal and written communication skills across all media
Able to represent the Chamber in a professional and helpful manner
Excellent time management and organizational skills
Ability to multi-task to meet changing priorities and timelines
Works well both independently and collaboratively
Takes the initiative to prepare for anticipated tasks

Job Description:

- Bookkeeping tasks
 - Responsible for processing invoices, payments, deposits, and monthly reconciliations
 - Record income and expenses in QB Online and in event spreadsheets and the CRM
 - Create monthly financial reports in QB for monthly meetings of the Board of Directors
- Maintain membership database (CRM)
 - Create invoices, letters, reports, and other correspondence. Update information.
- Maintain and update website
 - Updates for events, membership directory, benefits, news, and calendar
- Event assistance:
 - Create online registration links for events, track reservations, and record in QB
 - Maintain excel databases for all events: vendors, attendees, volunteers, and sponsors
 - Compose and send thank you letters for payments, sponsors, volunteers & speakers
 - Download registration lists to excel, create alphabetized registration list and name tags
 - Assist at registration desk at monthly and annual events

24+ hours per week, some flexibility working around our events.

\$18-\$20 hourly pay, determined by skills and experience

Please submit a resume including the following:
Education/certification/training, previous work experience

Submit resume to Lori at events@northcincychamber.com