

Office Assistant / Bookkeeping / Events

Direct Supervisor - President / CEO

- Oversees office operations / making sure office is covered with schedules
- Greets visitors to the Chamber
- Directs incoming phone calls to appropriate staff person or provides necessary info
- Accounting / Bookkeeping of all accounts coordinated with President / CEO
- Weekly bill payment and processing of claims
- Coordinate all tax filings and audit info with accounting firm / auditor
- Financial monthly reporting to President & Board
- Attend all finance committee meetings and record minutes
- Distributes monthly board packets with applicable reports
- Keeps confidential personnel files and data / other financial project files
- Order supplies and other office needs / occasionally inventory of supplies
- Chamber Master coordination with other staff members
- Assist Chamber VP with Business After Hours, Ribbon Cuttings, Annual Banquet, Farm Ranch Expo, Farmer-Rancher Appreciation banquet, Leadership Lincoln County, annual membership publication, event sponsorships, Ambassadors & Hostesses activities
- Coordinate scheduling of board room for after hour events
- Minute recorder at Ag Committee meetings
- Assist Communications Director with any needs with social media or member relations
- Communicate with Chamber VP on member visits / recruitment or retention
- Prepares relocation packet & stocks informational brochures
- Other duties as assigned