



## Position: Finance Specialist

### Position Summary:

Assist with daily, monthly, and annual financial activities of the Billings Chamber of Commerce and related organizations. This includes offering administrative and accounting assistance to Finance Director, assisting with financial statements, and confirming the accuracy of accounting and membership database information.

Perform general office tasks such as organizing and delivering documents, filing reports, updating records, and communicating with members with a focus on financial duties. Because they work closely with a company's finances, the Finance Specialist needs to be able to multi-task and use written and verbal communication skills to ensure that team members handle financial details appropriately and according to schedule.

### Duties and Responsibilities:

#### Accounts Receivable/Payable

- Reconcile and review credit card expenses and prepare for payment.
- Review expense reports from employees' business travel.
- Manage accounts payable using accounting software.
- Handle accounts payable for separate entities and vendors.
- Establish and maintain relationships with new and existing vendors.
- Process invoices for payment.
- Organize accounts payable files on an annual basis and as needed.
- Process and record transactions.
- Maintain records regarding payments and account statuses.
- Work with the collections department to review accounts, member payments, credit history, and develop new or better repayment terms.
- Perform administrative and clerical tasks, such as data entry, prepare invoices, send bill reminders, file paperwork, and contact members to discuss their accounts.

#### Membership Account Management

- Become proficient in customer relationship management software.
- Generate reports and statements for internal use.
- Follow up with member contacts regarding billing questions they and resolve discrepancies.
- Perform additional payment status inquiries as needed.

**Support & Additional Duties**

- Participate in budget process.
- Assist with month end processing.
- Participate in Chamber events, programs, etc. as determined by Supervisor.
- Assist with and handles special projects including audits and reviews as needed.
- Handle sensitive financial details appropriately and according to schedule.
- Provide back up in the absence of the Finance Director.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• The ideal candidate will have a minimum of an associate degree in accounting or a minimum of two years of accounting experience.</li> <li>• Ability to learn customer relationship management software with a strong attention to detail. Some business and client development experience are beneficial; community involvement; and the ability to establish and maintain effective working relationships with co-workers and members.</li> <li>• Proficiency with Microsoft Office, QuickBooks, and other computer systems</li> <li>• ·Proficient with Excel spreadsheets and formulas</li> <li>• ·Excellent communication, verbal, written, customer service, and organizational skills.</li> <li>• ·Ability to multi-task, manage interruptions, establish work priorities to complete tasks as accurately and efficiently as possible.</li> </ul>
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<b>About Us</b>	<p>The Billings Chamber is committed to moving our community forward. As a staff, our Team Promise is to passionately deliver each of these values to our community and our members... Always: WOW Factor; Innovation; Knowledge; Integrity; Leadership; Laughter!</p> <p>We are committed to a more diverse and inclusive community for a stronger economic future. We believe that every individual has a right to live and work in an environment free of inequality, injustice, intolerance, prejudice, or systemic restrictions.</p>
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**Position Specifications**

Reports to:	Finance Director
Classification/Hours:	Exempt, regular, full-time
Benefits:	Medical, dental, life and long-term disability insurance; FLEX savings program, PTO, holidays, 401(k), possibility of teleworking

To Apply:

This position offers a competitive salary and benefits package. Qualified candidates should submit cover letter, resume, and three professional references.

Send to: Human Resources, PO Box 31177, Billings, MT 59107

[Jennifer@billingschamber.com](mailto:Jennifer@billingschamber.com)