

# **DeKalb Chamber of Commerce**

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Executive Director

## **PURPOSE:**

Work as part of a team to work with our members. Assists Executive Director and staff in all aspects of administrative support. Provides a professional, courteous, and efficient standard of customer service on the telephone, in person and by email. Maintains financial records using QuickBooks system. Handles all accounting, supply purchases, and general office duties.

## **DUTIES:**

- Answer phone and greets visitors in a friendly, professional manner.
- Assist in organizing programs and maintaining financial spreadsheets for events.
  - Events include Annual Meeting, Local Showcase, Family Fun Fest, Golf Outing, ATHENA Awards, Leadership Academy, Gather, etc.
- Support additional programs: Ambassador meeting minutes, New Resident Welcome Bags, New Membership Information packets, New Neighbor Program, etc., Annual Business Directory.
- Complete banking deposits and process incoming credit card payments.
- Pay invoices in a timely manner and post credit card expenses for reconciliation.
- Take lead on Annual Membership Dues invoicing.
- Establish new members and maintain member updates in database, QuickBooks, and Constant Contact.
- Proficient in use of Office365, Word, Excel.
- Other duties as assigned by the Executive Director.

**EDUCATION:** High School Diploma or equivalent required. College coursework or work experience working with paying invoices and basic bookkeeping preferred.

**SKILLS:** Self-starter attitude, excellent customer service skills, and ability to maintain a positive outlook. Strong verbal skills required. Knowledge of QuickBooks and proficiency in Excel and Word. Must be able to work independently, exercise discretion, and be adaptable. Knowledge of DeKalb and surrounding area preferred.

## **HOURS:**

30 to 35 hours per week, Monday through Friday year-round. Hourly pay range \$15 - \$16 per hour commensurate with experience

## **BENEFITS:**

- Paid Holidays
- Paid Vacation Days
- Insurance

Interested applicants should submit a resume and cover letter to [matt.duffy@dekalb.org](mailto:matt.duffy@dekalb.org) or mail to Attn: Matt Duffy, 130 W. Lincoln Highway, Suite 200, DeKalb, IL 60115. No phone calls please. Interviews will begin in October and continue until the position is filled.