



Bookkeeper (Part-Time)

Morton Chamber of Commerce/ Morton Economic Development Council (EDC)

Our organizations are looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly and work independently. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Bookkeeper to oversee our organizations financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Bookkeeper is 85% Chamber of Commerce and 15% EDC focused managing our day-to-day accounting, reporting and finance requirements.

This position is under the direction of the CEO/Executive Director to perform the following essential job functions:

- QuickBooks Online
- Bill processing
- Invoicing receivables
- Making deposits and transfers
- Bi-Monthly Payroll (includes month-end intercompany reimbursement & online payment of benefits)
- Chamber Nation, CRM system financial updates
- Membership dues invoice renewals
- Chamber Check management
- Board Financial Reports
- Compile information for form 990
- Payment system management
- Credit Card receivables using CardPointe & Square with reconciliations (QB online)
- Monthly bank reconciliations
- Organizational reporting requirements
- Tax reports and payments as directed by accountant
- Organization filing
- Support coordination of Pumpkin Festival cashiers and on grounds cash handling
- Other tasks as may be discussed and assigned

Desired Qualifications and Skills:

- 3 - 5 years' experience working in accounts payable and receivable, general ledger and financial reporting
- Certification and/or bachelor's degree desired in accounting or related field
- Strong knowledge of accounting principles
- Proficiency desired with QuickBooks Online, Microsoft Office and CRM program
- Experience in services related to payroll and submitting payroll taxes
- Strong organizational, communication and writing skills with excellent eye for detail
- Willing to be a team player in a small office environment

Job Type: Part-Time (1400 hours/year)

Hourly Rate: \$20.00 - \$21.50 dependent on financial and Quickbooks knowledge

Hours: 25/week during Monday – Friday 8:30 – 5:00 work days, Flexible Schedule

- (August – October, additional Pumpkin Festival bookkeeping hours)

Holiday and Birthday pay

90-day review period

Annual review period

Resumes can be sent in or dropped off to the Morton Chamber Office at 415 W. Jefferson St. or email to info@mortonillinois.org