



# STEAMBOAT SPRINGS CHAMBER

## **Job Description**

Position: Finance & HR Manager

**Overview:** The finance manager manages all financial aspects of the Chamber and includes some HR oversight. This position reports to the CEO.

The job duties include but are not limited to:

- In collaboration with the CEO, create, track, and manage all budgets for the Chamber
- Establish and enforce accounting controls and procedures
- Utilize QuickBooks software for accounting and financial reporting functions
- Manage all accounts receivable and accounts payable
- Bank account maintenance including reconciliations, authorized signer management, set up and close accounts as needed, and manage investments
- Prepare monthly finance reports, schedule review meetings with all departments
- Create monthly financial reports for Board of Directors meetings
- Prepare and oversee annual audit and tax return
- Administer payroll including twice-monthly paychecks and direct deposits
- Administer payroll taxes including annual W-2 and 1099 preparation and mailing, quarterly federal 941, 940, unemployment and withholding forms and payments as required
- Maintain accurate personnel records including salaries and benefits
- Administer insurance programs including health, dental, property, workers' comp, and liability coverage
- Administer 401k plan including semi-monthly deposits and online contribution reports
- In collaboration with the CEO, create, update and monitor Chamber HR policies and procedures
- Provide accounting services and general grant reporting for the Chamber Young Professionals Network (YPN), YPN events & Routt County Economic Development Partnership
- Manage cash and inventory for all special events
- Handle sensitive, confidential information with extreme discretion and professionalism

### **Ideal Qualifications:**

- Excellent accounting and financial skills
- Detailed knowledge of and experience working with QuickBooks Desktop or Enterprise
- Experience with nonprofit finance
- Strong written and verbal communication skills, with quick response time and clear, consistent follow-up
- Excellent time management
- Superior planning and organizational skills
- Ability to consistently track and work from updates within budgets
- A passion for improving systems for efficiency and effectiveness



## STEAMBOAT SPRINGS C H A M B E R

### **Physical Requirements:**

- Must be able to sit and operate a computer for extended periods of time
- Must be able to lift up to 20 lbs
- Must have reliable transportation to be able to travel around town as needed

### **Benefits:**

- Salary range: \$65,000-\$70,000
- Medical insurance covered by employer
- Flexible time off
- FAMILI parental leave
- Hybrid-remote work possible
- Educational and career development opportunities that support your long-term success
- And more

Please submit a resume and cover letter to [Sarah@steamboatchamber.com](mailto:Sarah@steamboatchamber.com) .

This job description is not intended to be exhaustive of all possible duties; the employer retains the right to change or assign other duties to this position.