



## Position Description

**Title:** Accounting Clerk  
**Reports to:** Vice President, Finance and Administration

The Columbus Chamber is an 1800-member business services organization that supports commerce in the eight-county Columbus Region by providing connections, solutions, advocacy and cost-effective benefits.

The Accounting Clerk will assist the accounting department with many of its administrative and clerical duties. They perform basic office tasks, assist with bookkeeping and reporting, as well as research and resolve discrepancies.

### Essential Duties and Responsibilities:

- Prepare and maintain accounting documents and records
- Update ledgers and research documentation problems and discrepancies
- Reconcile general ledger accounts
- Create invoices and payments in customer relationship management system
- Manage and collect dues and fees for 600+ members (Chamber members enrolled in our health insurance savings program)
- Manage basic inquiries from members as they relate to the Chamber's health insurance savings program
- Manage connections between health insurance savings program brokers and Chamber members
- Respond appropriately to members and internal requests
- Perform other related tasks or duties as required

### Additional Responsibilities may include:

- Receive prospective member inbound phone call inquiries about joining the Chamber for health insurance
- Communicate program elements
- Process prospective member new Health Insurance membership applications
- Secure membership dues payments from prospective members
- Confirm new member status to the appropriate broker network representative.

### EXPERIENCE:

The successful Accounting Clerk will possess a two-year accounting degree or equivalent. A demonstrated knowledge and competence with Microsoft Office programs, is necessary. Knowledge of accounting systems and customer relationship management software is a plus.

### CANDIDATE CHARACTERISTICS:

The Accounting Clerk should be detail and team oriented and able to successfully manage multiple priorities as well as possess strong customer service skills.