



Job Title: Director of Accounting & Operations

Location: Dalton, GA

Organization: Greater Dalton Chamber

Reports to: President & CEO

Position Type: Full-time

Summary: The Greater Dalton Chamber seeks a highly skilled and experienced Director of Accounting and Operations. This role is critical in managing the organization's financial health while ensuring efficient operational processes. The ideal candidate will be a strategic thinker with a strong accounting and operations management background.

Key Responsibilities:

1. Financial Management:

- Oversee all accounting functions, including general ledger, accounts payable, accounts receivable, and payroll, including payroll taxes.
- Prepare monthly financial statements, budgets, and financial reports.
- Ensure compliance with all local, state, and federal financial regulations and guidelines.
- Manage biennial audit processes and liaise with external auditors.
- Manage biennial internal audit with the treasurer.
- Develop and implement financial policies and procedures.

2. Operational Management:

- Oversee day-to-day operations to ensure smooth and efficient functioning of the Chamber.
- Develop and implement operational policies and procedures.
- Manage the Chamber's physical and technological resources.
- Coordinate with other areas within the Chamber to ensure alignment of operations with organizational goals.
- Responsible for the general oversight of the Chamber of Commerce office.
- Prepare agendas and minutes for Board meetings.

3. Membership

- Manage and maintain the Greater Dalton Chamber membership database.
- Plan and follow through on distributing member communications, including renewal statements and invoices.
- Prepare monthly membership capsule report.

4. Administrative & Human Resources

- Direct and ensure continuous improvement of appropriate policies, internal controls, standards, and operations.
- Develop external relationships with community partners related to job function.
- Manage benefits portfolio, including contract negotiations and oversight.
- Partner in creating an environment that supports personal and team development, including a positive workplace culture.
- Track, maintain, and communicate employee benefit information.
- Ensure the documentation and filing of human resource documents and resources is orderly and readily available for staff members and as required by law.
- Track, maintain, and communicate employee benefit information.
- Manage semi-monthly payroll.
- Manage organization service contracts for facilities, IT, and more.
- Serves as Purchasing Manager for office supplies; keeps the kitchen stocked with drinks and other supplies.
- Open and close the Chamber office daily
- As needed, assist in scheduling of meetings and preparations for the President.

5. Strategic Planning:

- Work closely with the President & CEO on strategic planning initiatives.
- Provide financial insights and recommendations to support organizational growth and sustainability.
- Participate in long-term planning and budgeting processes.

6. Team Leadership:

- Foster a collaborative and inclusive work environment.

7. Stakeholder Relations:

- Maintain strong relationships with key stakeholders, including members, vendors, and community partners.
- Represent the Chamber at various events and meetings as needed.

Qualifications:

- Bachelor's degree in a related field.
- Minimum of 4 years experience in accounting and operations management, preferably in a non-profit or membership-based organization.
- Strong knowledge of accounting principles and financial regulations.
- Proficient in accounting software (e.g., Sage) and Microsoft Office Suite.
- Excellent organizational and leadership skills.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.

Compensation:

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health, dental insurance, retirement plan, and paid time off.

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to mock@daltonchamber.org by September 13, 2024.

The Greater Dalton Chamber is an equal opportunity employer and encourages applications from diverse candidates.