

The Gilmer Chamber is looking for a Finance & HR Manager to join our team. This role is not just about financial management and HR. It also includes administrative duties and various other responsibilities of our small but dynamic Gilmer Chamber team. If you have experience in human resources and budgetary management, especially in the non-profit, governmental, chamber, or DMO industries, this is the role for you! Salary is negotiable and commensurate with experience. For the full benefits package, please email president@gilmerchamber.com. Gilmer Chamber is an equal opportunity employer.

Under the supervision of the Gilmer Chamber President and CEO, the Finance & HR Manager's main responsibilities are:

FINANCIAL MANAGEMENT AND REPORTING

- Assisting the President and CEO with the collecting, interpreting, and reviewing financial information and reporting to the Chamber Board of Directors; assisting with quarterly budget reports for Gilmer County and the City of Ellijay and East Ellijay and assisting with reporting to the Department of Community Affairs.
- Producing monthly financial reports related to the chamber and DMO budgets, account payables, account receivables, expenses, etc.
- Ensuring that internal accounting and finance operations comply with Gilmer Chamber's standards and obligations.
- Submission of financial reports to the President and CEO and ensuring that these are timely, complete, correct, and appropriate & working with the annual audit, etc.
- Responsible for updating the Finance and Administration Manual.
- Assisting the President and CEO with Georgia Apple Festival financials, budget, and reporting.

HUMAN RESOURCES AND GENERAL ADMINISTRATION

- Planning, coordinating and supporting budgetary meetings and functions.
- Assisting the President and CEO in meeting GACCE Certification obligations.
- Assisting the President and CEO with new hires W-2/W-9/1099's, managing the Chamber's "Drugs Don't Work" program, managing employees' time-off, and monitoring employee vacation and overtime.

QUALIFICATIONS:

- Bachelor's degree in Accounting or Financial Management.
- Five (5) years experience, with at least two (2) years in a non-profit, governmental, DMO, or chamber role.
- Full accounting qualification will be a plus.
- Demonstrated skills in developing, managing, and evaluating financial and administrative plans and policies.
- Experience working with the government.
- Thorough knowledge of and dexterity with Excel and QuickBooks software and systems. Experience with Customer Management software, especially Chamber Master, is a plus.
- Ability to work under pressure.
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels, including with external stakeholders, Chamber Members, and Tourism Assets.
- Excellent oral and written communications skills in English.
- Most importantly - high ethics and a personal commitment to transparency and accountability.

**Interested applicants may email cover letter, resume, and references to president@gilmerchamber.com.
Deadline for application is Friday, February 11th, at 5:00 pm EST.**