



Job Description: Vice President of Finance and Administration

Overall Responsibilities: Responsible for the accounting duties for the Chamber, Economic Development Council, Opportunity NOW and Chamber Foundation, oversee the database and lead budgeting and forecasting. Responsible for human resources. Manage operations of the Chamber Foundation Building. Requires excellent accounting, organization, communication and multi-tasking skills. Attention to detail and ability to work in a team environment is essential.

Location: Overland Park Chamber Foundation Building

Specific duties:

- Maintain all financial records and budgets for the Chamber, Economic Development Council, Opportunity NOW and Foundation, and lead preparation of tax returns and audits for both the Chamber and Chamber Foundation.
- Handle all accounts payable and receivable, including invoicing for membership and events, maintaining timely collections processes with other members of the staff team. Maintain Quickbooks software, including weekly system backups.
- Assure compliance with all laws and regulations and timely filing of all payroll returns and remittances.
- Assist with membership retention.
- Handle all Capital Campaign/Fundraising accounting and record keeping for pledges, invoicing, acknowledgments, and reporting.
- Oversee all bank accounts, deposits, monthly reconciliations, preparation of financial statements, cash flow projections and year-end reports.
- Prepare and track budget projections.
- Prepare membership, retention, and accounting reports for Chamber memberships, sponsorships, EDC and Opportunity NOW Investor pledges.
- Maintain and oversee all benefits programs for the Chamber, coordinating processes for new hires and personnel transitions, payroll functions, vacation accrual, sick leave, etc.
- Manage Overland Park Chamber Foundation Building operations, including budgeting, tenant relations, and customer services; oversee/perform basic maintenance, project coordination with building management vendor, vendor relations, operations, and security of building.
- Manage/coordinate Information Technology needs, including communication with IT vendor, and purchase of hardware and software. Manage all domains controlled by the Chamber.

- Maintain all insurance policies for the organization, coordinating renewals, bidding for new policies, and necessary claims.
- Oversee maintenance of GrowthZone database, including support issues, reports production, and network updates administration. Maintain orderly filing of electronic and paper systems of membership, personnel, and financial records; and all permanent files and records through the record retention system and policy.
- Manage all Chamber, EDC and Foundation subscriptions including research sources, Chamber industry groups, and annual benchmarking.
- Manage daily mailings and postage meter. Assist as backup for correspondence production, mailings, etc.
- Ensure accuracy of event revenue through coordination of reservations, database management, and oversight of check-in process.
- Maintain office equipment leases.
- Must be able to be bonded and serve as Notary.

Preferred Experience and Skills:

- Bachelor's degree in accounting or related field required; minimum five years of experience in accounting or bookkeeping preferred;
- Experience with QuickBooks preferred, or demonstrated expertise with similar programs;
- Highly motivated with superior organizational, technical, customer service, and interpersonal skills and ability to work in a fast-paced team environment;
- Ability to manage and prioritize multiple projects and demonstrate great attention to detail;
- Must have strong analytical and math skills;
- An understanding of membership-based and non-profit accounting principles a plus;
- Self-starter with demonstrated skills in initiative, problem-solving, negotiating, and driving results;
- Proficient CRM, and Microsoft Office Suite skills, including Word, Outlook, Excel and PowerPoint, and ability to acquire new skills, including use of Chamber's customized database;
- Aptitude to work with volunteers and build relationships at all levels of an organization;
- Ability to professionally advocate on behalf of the Chamber and stated objectives;
- Ability to work a flexible schedule as needed;
- Valid driver's license and reliable personal transportation to effectively manage and execute meetings and event responsibilities;
- Working knowledge of Overland Park and Johnson County a plus.

Accountability: Reports to and is directly accountable to the President & CEO.

Results: Targets and goal setting are conducted annually, and performance is measured annually with regular feedback/coaching occurring throughout the year. Comprehension of the membership model and teamwork, along with coordination of all organizational activities and their impact on the financials, is the critical focus for this role.

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