



GREATER GREEN BAY
CHAMBER

Position Title: Accounting Coordinator
Terms: Full Time
Department: Administration
Location: 300 N Broadway, Ste. 3A, Green Bay, WI
Reports To: Chief Financial Officer

The Greater Green Bay Chamber is seeking a highly motivated, dependable, and skilled individual to serve as Accounting Coordinator. Working with a dedicated and high-performing team, the ideal person will deliver results while working with a close-knit team dedicated to the mission and goals of the Greater Green Bay Chamber.

About Us:

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

About the Role:

The Accounting Coordinator's role is to handle the daily clerical responsibilities in accounting and support the Chief Financial Officer as needed. This person is responsible for accounts payable, billing, accounts receivable, and account reconciliations. The Accounting Coordinator works with staff to ensure organizational procedures are followed to maintain accounting system and data integrity.

Responsibilities:

- Accounts Payable – Prepare checks to pay vendor invoices using QuickBooks Online. Collect W9 forms and track payments for annual 1099 reporting.
- Billing – Utilize MC Trade database to prepare invoices and maintain member billing records including billing contacts, addresses, and special billing requirements.
- Accounts Receivable – Apply checks, cash, credit card and ACH payments to outstanding invoices. Deposit checks and cash. Process refunds as requested. Generate monthly reports including statements for past due invoices and aging reports for program managers.
- Assist customers and vendors with payment and billing questions.
- Prepare month-end general ledger account reconciliations and journal entries, as necessary.
- Record minutes for Budget and Finance Committee meetings.
- Special projects as directed.

Qualifications and Experience:

- Associate's degree in accounting and 2 years of relevant experience
- High attention to detail, ability to maintain and prioritize multiple tasks
- Must be willing and excited to work in a dynamic, fast paced team environment.
- Exhibit strong communication and problem-solving skills.
- Proficiency in Excel
- QuickBooks Online and database experience preferred