



**The following position is available at the Chamber. Qualified candidates should contact Doug Kurkul at [dkurkul@renosparkschamber.org](mailto:dkurkul@renosparkschamber.org)**

**Manager of Accounting and Finance.** The individual in this important position prepares weekly, monthly, and annual financial reports, conducts financial data input, and manages processes including accounts payable, accounts receivable, purchasing, month-end budget reconciliation, personnel administration, various compliance activities, and other reports. Candidates should ideally have a degree in Accounting, firm understanding of finance and management, ability to use QuickBooks, Microsoft Office, understand technology, ability to learn ChamberWare, and several years experience managing financials for a not-for-profit group or business, as well as strong communication skills. This position is ideal for a self-starting individual with a strong team-orientation and the above skills and background.