



**ANCHORAGE CHAMBER
of COMMERCE**

**Anchorage Chamber of Commerce
1016 W. Sixth Avenue, Suite 303**

**Operations Coordinator
Job Description
1-person, full-time**

Job Objective: The Anchorage Chamber of Commerce is the state's largest, broad-based business advocacy organization, serving more than 900 members with 55,000 employees. The operations coordinator's duties encompass general day-to-day office management and Anchorage Chamber bookkeeping accountant liaison. This position is also responsible responding to members' needs and visitor requests, as well as maintaining positive rapport with the membership. Position reports directly to the president.

Basic skill requirements: College graduate with exceptional organizational and multi-tasking skills required. Must have excellent attention to detail. Should be a self-starter who works well with a team. Should have good knowledge of general accounting practices, and be proficient in Microsoft Office software. Adobe Creative Cloud knowledge preferred.

Valid driver's license and reliable personal transportation to facilitate work away from the Anchorage Chamber's usual place of business are necessary. The successful candidate must be able to work outside the normal operating hours of 8 a.m.-5 p.m.

JOB DUTIES:

- Successfully plan and/or implement and evaluate aspects of the following Anchorage Chamber of Commerce events, including but not limited to accounting, working with A/V equipment, and taking reservations.
- Establish meeting dates, create event pages, and send reminder e-mails
- Manage membership database
- Send weekly e-newsletter to membership
- Act as staff email administrator
- Act as website content manager in the GrowthZone CMS platform
- Equipment maintenance and coordinate with building maintenance
- Works with IT contractor to maintain computer system

Daily:

- Change backup tape and keep most recent Friday tape offsite

Weekly:

- Check Requests
- Make check deposit
- Monday Forum RSVP and reconcile payments and prepare reports

Monthly:

- Collect and submit all financial statements to The Foraker Group
- Make cash deposit
- Submit credit card deposit log to The Foraker Group
- Prepare board room for the board meeting every first Friday of the month

Annually:

- Invoice, collect, and process renewal of dues for membership
- Prepare for financial audit and/or review
- Provides support for all special events and activities including:
 - “Make it Monday” forums
 - Chamber Academy luncheons
 - Business After Hours
 - Ribbon Cuttings
 - Membership Orientation
 - Annual events:
 - Bowl-A-Thon
 - Alaska Young Professionals Summit
 - ATHENA Luncheon
 - Citywide Cleanup
 - Ptarmigan Cruise
 - Military Appreciation Week
 - Gold Pan Awards
 - Holiday Open House

Accounts Payable: Responsible for all aspects of accounts payable to include maintaining vendor files, determine bills to be paid, obtain approval to pay from president, determine accounts from which bills are to be paid, run and mail checks.

Accounts Receivable: Responsible for all aspects of accounts receivable including invoicing membership renewing dues, assisting membership manager in keeping members billing information accurate. Post membership payments to member accounts in ChamberMaster. Maintain and audit deposit summaries, bank records, monthly statements, billing adjustments, and miscellaneous invoicing.

“Make it Monday” forums: Prepare money bag and tickets prior to event each week, act as cashier at door to event, and prepare bank deposit. Maintenance, reconciliation, and handling of Monday forum cash.

Monthly Financials: Produce accounting reports for financials, bank reconciliation, journal entries, special reports, financial notes for president and board of directors, cash flow analysis, assist president with annual budgeting. Create log for monthly corporate card expenses.

Tech Support: Provide office tech support and troubleshooting for IT issues in the office as well as recommendations for advancing/upgrading the office technology while maintaining low costs.

Relocation and Tourism Information:

- Respond to relocation and tourism requests, or route accordingly
- Respond to e-mail – promptly and route accordingly
- Ensure that items in relocation packets are current
- Assemble relocation packets
- Keep front desk information current
- Review materials with appropriate team members
- Provide input into relocation publications

Membership:

- Provide new and renewing mailing list to printer
- Sell and compile marketing materials. Includes mailing labels, inserts and relocation packets
- Update ChamberMaster with new members and new profiles, as needed
- Coordinate and manage annual invoicing of membership

Board Room: Maintain schedule on calendar and tidy appearance of the board room. Assist in setup of board room for events needing the conference phone, laptop and projector, etc.

Other duties:

- Responsible for ordering and tracking office supplies
- Works with contact for building maintenance
- Forward potential new member leads to membership manager
- Attend and participate in staff meetings
- Help maintain kitchen, copy rooms and other common areas in a neat and orderly fashion
- Assist with all Chamber events
- Other duties as assigned

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This job description is not an employment agreement or contract.