



Job Title: Bookkeeper / Member Services Coordinator

Department: Finance and Member Services

Reports To: Executive Director

Duration: Part Time (12hrs per week)

Location: Dawson Creek, BC

Job Summary:

The Dawson Creek & District Chamber of Commerce is seeking a dedicated and detail-oriented individual to fill the part-time role of Bookkeeper / Member Services Coordinator to work out of the Chamber Building at 904, 102 Ave in downtown Dawson Creek. This position plays a critical role in maintaining accurate financial records and providing exceptional support to our members.

Key Responsibilities:

Financial Management:

1. Maintain accurate and up-to-date financial records using accounting software (eg.. Sage50).
2. Prepare and process invoices, payments, and receipts.
3. Reconcile credit card and bank statements and financial transactions regularly.
4. Prepare trial balances and documentation in preparation for external reviews and/or formal statement preparation.
5. Prepare monthly, quarterly, and annual financial reports for the Executive Director and Board of Directors.
6. Assist in budget preparation and financial forecasting as required.
7. Ensure compliance with all applicable financial regulations and standards.

Member Services:

7. Serve as a point of contact for Chamber members, addressing inquiries and providing support.
8. Assist in the recruitment and onboarding of new Chamber members.
9. Coordinate member communication and engagement efforts, including newsletters, emails, and events.
10. Maintain the membership database, ensuring accuracy and completeness.
11. Assist in the planning and execution of Chamber events, including meetings and networking opportunities.



Administrative Support:

12. Provide general administrative support to the Executive Director and other team members as needed.
13. Assist in the coordination of Chamber meetings and committees.