



*The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.*

**Greater Indianapolis Chamber of Commerce**

**Job Expectations**

<b>Title</b>	Financial Analyst /Accounts Payable	<b>Exempt</b>
<b>Reports to</b>	Assistant Controller	<b>Date last revised:</b> June 30, 2021
<b>Summary</b>	<p>The Financial Analyst &amp; Accounts Payable Accountant contributes to Chamber goals of membership, community, revenue, and relationship growth by maintaining positive relationships with vendors and protecting the assets of the Chamber by paying approved purchase orders accurately and as scheduled.</p> <p>There are a variety of duties performed by members of the Accounting Department of the Chamber and, while various responsibilities, activities, and tasks performed in this department are assigned to specific individuals, daily responsibilities may shift from time to time as requested by the Chief Financial Officer. The ability to work with other members of the department as a functioning team is critical.</p>	
<b>Evaluation of performance</b>	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
<b>Performance metrics</b>	Performance metrics for this position will be established annually based on: Timeliness, accuracy of activities and attendance.	
<b>Key outcomes expected</b>	<p><b>Financial Analysis:</b></p> <ul style="list-style-type: none"> <li>• Compile year-end projections, forecasts and analyze necessary cutbacks each month;</li> <li>• Keep track of approved budget spending and approved expenditures from reserves;</li> <li>• Ensure that contracts for all special projects are maintained appropriately and reviewed for completeness, payments are made per the terms, and accruals are made in the books, where necessary;</li> <li>• Review bank transactions and balances to assist in treasury management and cash flow analysis;</li> <li>• Track and depreciate all fixed assets;</li> <li>• Collect bank statements and prepare reconciliations for bank accounts;</li> <li>• Prepare journal entries accurately and complete reconciliations of certain balance sheet accounts;</li> <li>• Allocate departmental costs at the close of each month;</li> <li>• Gather financials and collect conflicts of interest to help prepare necessary tax forms (990);</li> <li>• Design and help prepare budgets for all departments and business units for upcoming fiscal year;</li> </ul>	



*The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.*

	<ul style="list-style-type: none"> <li>• Analyze vendor costs by tracking current vendors and pursuing more efficient opportunities;</li> <li>• Record and compile all of the President/CEO's business expenses and expense reimbursements for year-end review;</li> <li>• Prepare all necessary monthly recurring journal entries as well as all of the required month-end entries;</li> <li>• Obtain physical copies and information regarding all current and potential contracts and leases;</li> <li>• Responsible for the safekeeping of assets of the Chamber;</li> <li>• Organize and maintain all physical backup for the Chamber's journal entries and payables;</li> <li>• Monitor and reorder necessary office supplies and inventory.</li> </ul> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• Ensure all invoices to the Chamber are paid accurately and timely through the current software system, matching purchase orders and obtaining missing purchase orders;</li> <li>• Enter and maintain vendors in software, including tax, address, and contact information;</li> <li>• Write checks for and reconcile financial statements for Chamber affiliates, e.g. Foundation, PAC, LLC, Develop Indy, Indy Partnership, etc.;</li> <li>• Ensure 1099s are filed on time;</li> <li>• Ensure accruals are made for open POs and any other commitments made on behalf of GICC at quarter and year end;</li> <li>• Check expense reports to ensure all receipts are furnished appropriately;</li> <li>• Manage and reconcile the credit card coding and payment process</li> <li>• Ensure that revenue and expenses are appropriately recognized for all restricted funds;</li> <li>• Reconcile all payables, intra-company receivables/payables, and restricted funds.</li> <li>• Assist with budget preparation and provide schedules to VPs for all business units of the Chamber;</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with the year-end audit process and gathering of information for the external auditors.</li> <li>• Assist with ticket sales and set-up at member events as needed.</li> </ul>
<p><b>Critical skills, knowledge, and behaviors</b></p>	<p>Demonstrates effective verbal, written, and e-mail communication skills.</p> <p>Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals in an organization.</p> <p>Demonstrates customer service orientation with both internal and external customers.</p>



*The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.*

	<p>Demonstrates ability to keep information confidential as required.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Works well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Proficient in data entry.</p> <p>Demonstrates proficiency in basic mathematics.</p>
<b>Experience, education, degrees, licenses</b>	<p>Bachelor's degree in Finance or Accounting</p> <p>2-3 years previous experience with comparable responsibilities preferred.</p> <p>Proficient in Microsoft Word and Excel (Vlook-up and Pivot tables). Great Plains experience is a plus.</p>
<b>Physical demands</b>	<p>Must be able to work proficiently with computers and other office equipment.</p>
<b>Work environment</b>	<p>Work is performed in an office environment.</p>
<b>Received</b>	