

POSITION DATA					
JOB TITLE:	Business Operations Coordinator	JOB DATE:	March 2 nd , 2026	SALARY RANGE:	\$ 21 - \$ 24/hour; \$45,000 - \$50,000/yr
DEPARTMENT:	Chamber Admin	REPORTS TO:	Chamber President	FLSA STATUS:	Full-Time; Hourly Non-Exempt
JOB SUMMARY					
<p>The Business Operations Coordinator serves as a key contributor within the entire Chamber Organization, working closely with the Chamber team to promote, support, and connect local businesses while also supporting tourism initiatives. This position is responsible for the administrative coordination, direction, and management of all Chamber and Tourism operations, which includes but is not limited to building operations, bookkeeping, information technology, and light human resources responsibilities.</p> <p>In this capacity, the individual will provide multi-faceted support to the Chamber President, the Chamber team, and the Board of Directors, ensuring seamless and efficient execution of all tasks. The position involves performing moderately complex tasks with discretion and initiative, maintaining confidentiality while prioritizing timeliness and effectiveness across all Chamber functions. The ideal candidate will contribute to the organization's success through consistent, reliable performance and by proactively seeking support assistance throughout all operational areas.</p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Full time 40 hours (M-F 8:30-4:30), non-exempt, occasional nights and weekends required. ▪ Ensure Office Hours are posted and adhered to on a routine weekly basis, including incoming phone calls, in-person visits, and general email inboxes. Direct and provide oversight to part-time, interns, and volunteer staff as needed. ▪ Plan for delegated and assigned administrative, financial, staffing, information technology, and operational functions of the Chamber ▪ Assist the entire Chamber Team in overall administration of Chamber programs & activities, including paying expenses, revenue collections, information dissemination, event & membership registrations, communications, staffing needs, and general operations. ▪ Collaborate and coordinate the general repairs and maintenance of all office equipment, as directed by the President. <p>Business Operations</p> <ul style="list-style-type: none"> • Daily Operational Support - Provide ongoing operational and administrative support for all Chamber, Tourism, and BEA programs, including communications, Membership enrollment, event support, registrations, financial transactions, and overall building functionality. • Technology & Systems Coordination - Support routine maintenance and functionality of office technology and equipment; perform basic troubleshooting, document performance issues, and initiate repairs as needed. • Facilities & Equipment Oversight - Help ensure building systems and office equipment remain operational, efficient, and aligned with organizational needs. • Contract & Vendor Management - Monitor contractual agreements for critical systems and serve as liaison to external vendors; collaborate with the President to obtain bids and ensure services are consistent and cost-effective. <p>Financial Responsibilities</p> <ul style="list-style-type: none"> • Internal Controls & Compliance - Collaborate with the Chamber President and team to ensure internal controls are consistently followed for all revenue collection and expense payments across Chamber, Tourism, and BEA activities. • Membership Billing & Revenue Management - Manage membership invoicing and collections for annual dues, events, and programs; maintain accurate and up-to-date member account records. • Accounts Receivable & Deposits - Record, deposit, and document all income and accounts receivable within designated financial systems. • Accounts Payable Oversight - Ensure timely and policy-compliant payment of all expenses and vendor invoices. • Financial Reporting & Monitoring - Prepare detailed income and expense reports for Chamber programs; monitor departmental spending, including in-house credit card usage and allocations. • Financial Systems Management - Accurately record and maintain financial data in QuickBooks, ChamberMaster, and supporting spreadsheets to ensure timely and reliable reporting. • Reconciliation & Audit Support - Reconcile bank accounts monthly and generate financial reports; prepare documentation and assist independent auditors during the annual audit process. <p>Human Resources Support</p> <ul style="list-style-type: none"> ▪ HR Administration & Compliance - Assist the Chamber President with basic administrative human resource functions; maintain required legal postings and support implementation of HR best practices. ▪ Payroll & Timekeeping Coordination - Coordinate payroll processes and ensure accurate and timely staff timekeeping and related documentation. 					

- Benefits Administration - Manage employee benefits in accordance with established policies, including insurance enrollments, open enrollment updates, payroll adjustments, cancellations, and COBRA administration as needed.
- Retirement Plan Administration - Facilitate SIMPLE IRA plan processes, including enrollments, changes, rollovers, distributions, and payroll deductions.
- Vacation & Sick Time Oversight - Oversee paid leave tracking, reporting, and recordkeeping to ensure accuracy and policy compliance, under the direction of the Chamber President.
- Recruitment & Hiring Support - Collaborate with the President to coordinate hiring procedures, including drafting and posting position announcements, supporting search committees, conducting background screenings as appropriate, and maintaining required documentation.
- HR Reporting & Special Projects - Prepare HR-related reports and assist with special projects to support organizational goals and compliance requirements.

REQUIREMENTS

REQUIRED QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Proficiency with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel ▪ Proficiency with Quickbooks Financial Software ▪ Demonstrated ability to create, use, and maintain unique databases of information. ▪ Ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor. ▪ Ability to work with a high degree of integrity, sound professional judgment, and the ability to handle confidential and sensitive information. ▪ Ability to follow oral and written instructions and assume responsibility with general guidelines and direction. ▪ Ability to communicate effectively through verbal, written and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.). ▪ Ability to effectively participate in professional team efforts, while being self-driven. ▪ Ability and willingness to work with diverse audiences and maintain cultural sensitivity. ▪ Ability to relate effectively to co-workers, advisors, community, and professional leaders. ▪ Strong organizational skills and attention to detail. ▪ Ability to work flexible hours which may include evenings and/or weekends, as appropriate. ▪ Ability to meet travel requirements associated with the position.
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PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Occasional standing, walking, bending, twisting, and reaching. ▪ Frequent hand/eye coordination, finger/wrist dexterity, lifting up to 25lbs. ▪ Constant sitting, occasional walking, moving of equipment, assistance in event setups ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light to Medium</p>
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WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p> <ul style="list-style-type: none"> ▪ Normal office environment, with occasional out of office activity
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EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience relative to the role of the position. ▪ Experience in business operations, bookkeeping, and special event programming preferred.
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EDUCATION	<ul style="list-style-type: none"> ▪ Associate Degree or technical/vocational school degree in business, accounting and/or 5 years of relevant experience.
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APPROVALS

REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	