



**Posting Title:** Accounting Assistant  
**Employment Type:** Full-time  
**Pay Scale/ Starting Pay:** \$18 - \$28

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We are currently looking for an **Accounting Assistant** to join the team! The Accounting Assistant performs administrative and clerical duties to support the finance department. The Assistant will provide a supporting role in accounts payable, accounts receivable, invoicing, audits, and more and will report to the Chief Financial Officer of the Sacramento Metro Chamber of Commerce.

**Responsibilities:**

- Serves as administrative support to the Chief Financial Officer and the Finance Manager.
- Assists the finance department in accounts receivables by copying, posting, and scanning checks. Keeps finance software and spreadsheets clean and accurate.
- Assists the finance department in accounts receivable by addressing and issuing incorrect charges, tracking down W9's, printing, sorting, and mailing checks, and filing invoices.
- Monitors the billing inbox.
- Maintains credit card statement process by distributing the statement, verifying receipts, and entering information into finance software.
- Assists with a variety of audits.
- Assists with programmatic invoicing.
- Ensures mail is picked up on a regular cadence and sorts mail appropriately.
- Exemplifies Metro Chamber's mission, vision, and values.
- Other duties as assigned.

**Compensation & Benefits:**

- Pay Range: \$18.00 - \$28.00, based on experience
- Annual PTO allotment
- Sick Leave
- 13 Paid Holidays
- Employer Paid Medical, Dental, Vision, Life (Employer paid base plan – plan upgrades and dependent coverage available at employee's cost)
- 401(k) plan
- Monthly cellphone allowance
- Paid Parking
- Salary based on experience.

**Qualifications:**

- Required Education: Bachelor's degree from a four-year college or university; or
- Required Experience: One to two years related experience and/or training; or equivalent combination of both education and experience in finance.

**Our Team**



At the Metro Chamber, we deeply value creating an environment that embraces diversity, uniqueness, and balance. Our team is empowered to be the best version of themselves by firmly living our strengths and leaning into our roles. We practice “radical candor” and are unafraid of difficult conversations. While we always drive for high results, we also come from a place of empathy and understanding. If you can see yourself thriving in this type of environment, apply now!

**If you are interested in this job opportunity, please submit your resume in response to this ad. All resumes must be in the form of an attachment, or it will not be reviewed.**

*The Sacramento Metropolitan Chamber is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations. Our company will also consider employment for qualified applicants with criminal histories in a manner that is consistent with Federal, State, and Local Fair Chance Initiatives for Hiring.*