

Office Manager and Bookkeeper

<http://faybiz.com/>

Greater Fayetteville Chamber of Commerce

Fayetteville, NC

Description: As a membership-based organization, the employees and volunteers of the Greater Fayetteville Chamber has as a core value to serve our members. Responsiveness to member issues and concerns come first. We strive to be a best-in-class organization delivering outstanding value to our members through advocacy, visibility, educational programs, networking events, and addressing the unique needs of our members. This core value means that we operate as a team with a singular the focus of member success. We are all responsible to be active listeners for opportunities to deliver value.

The BOOKKEEPER is responsible for maintaining financial, accounting, administrative, and personnel services.

Please send your resume and cover letter to Gary Rodgers at gary.rodgers@bbgi.com to apply.