



FINANCE DEPARTMENT CAREER PATHWAY

Allentown Office, 840 Hamilton Street, Suite 205, Allentown, PA 18104
Bethlehem Office, 74 West Broad Street, Suite 240, Bethlehem, PA 18018
Easton Office, 158A Northampton Street, Easton, PA 18042

<https://www.lehighvalleychamber.org/>

FIND OPENINGS: <https://www.lehighvalleychamber.org/careers.html>

Business Description

Serving more than 5,000 businesses and members with more than 280,000, the Chamber is the largest in Pennsylvania and New Jersey, and in the top six nationwide. Our thirty-plus affiliated chambers, councils and committees are On Every Main Street with more than 1,500 community focused volunteers who actively contribute, at the grass roots, to develop and achieve their respective and collective goals.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Detail-oriented
- Excellent organizational and communication skills
 - Experience in Finance or Accounting

Connect with us on Social Media!



@TheChamber



Lehigh Valley Chamber



@GLVCC



@lehighvalleychamber



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Chief
Financial
Officer

- *5 years of accounting experience
- *BS degree in accounting, finance or similar fields or 5 years of job-related experience
- *Requires excellent organizational and communication skills
- *Requires excellent computer skills including accounting software packages.
- *Requires leadership and flexibility in a changing environment

Vice President
of Finance &
Quality
Processes

- *Three years of accounting experience
- *BS degree in Accounting or 3 years of related work experience
- *Excellent computer skills, Microsoft Office, accounting software and database experience.
- *Excellent organizational abilities and communications skills

Finance
Associate

- *Minimum of two years of finance and bookkeeping experience
- *HS diploma and minimum 5 years employment
- *Excellent computer skills including knowledge of Microsoft Office and database experience
- *Excellent organizational abilities and communications skills

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