

## Job Description

Job Title: Accounts Receivable Clerk	Position Title: Accounts Receivable Clerk
Reports to: Chief Financial Officer (CFO)	Employment Status: Non-Exempt
Department: Treasury	Prepared by: CFO
	Date: March 18, 2024

### Position Overview

This position is part of the Treasury Office and reports to the Chief Financial Officer (CFO). It is located at the Episcopal Office. Its primary function is receiving, verifying, posting, and reporting on all receipts of Ministry Shares, other accounts receivable, and miscellaneous payments; managing monthly Ministry Shares balance account statements. This position also provides financial support to the Connectional Ministry team.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required.

### Principal Duties and Responsibilities

#### Duties

##### Account Receivable:

- Daily posting of all payments received including Ministry Shares, receivables, miscellaneous payments, and receivables related to general advances and mission and ministry projects;
- Generate and send out monthly Ministry Shares invoices;
- Monitor customer account details for non-payments, delayed payments, and other irregularities;
- Follow up on, collect, and allocate payments;
- Investigate and resolve customer queries;
- Research and resolve payment discrepancies;
- Maintain AR customer files and records;
- Follow established procedures to process receipts, credit card payments, checks and cash
- Prepare deposits, transport to banks for deposit;
- Process all month-end posting to tie to daily posting;

##### Connectional Ministry Support:

- Create and submit vouchers for payment of Connectional Ministry (CM) invoices
- Create, maintain, and distribute reporting for CM Designated Funds and Grants

#### Invoicing:

- Prepare all invoices for third party receivables;
- Balance individual accounts;
- Reconcile computer system to general ledger;
- Prepare a monthly category and payer for Treasurer review;
- Identify and resolve all account discrepancies;
- File all original documents for future audit;
- Respond to all inquiries regarding any payments owed or receive

#### Other:

- Adheres to strict confidentiality in all organizational information.
- Assist with other Treasurer's office staff functions as needed or assigned.
- Ensure timely delivery to the post office of any outgoing mail daily.
- Perform other duties as assigned by the CFO.

## Qualifications

#### Minimum:

- Associate degree in finance or accounting with 3 years' experience in hands-on accounting. Demonstrated work experience may be considered in lieu of degree or certification.
- Knowledge of accounting principles and procedures.
- Customer service experience.
- Demonstrated knowledge and skill in applied computer and internet use including accounting systems and financial software, Microsoft Office products (Word, Excel, Outlook), and communications techniques and processes.
- Advanced Microsoft Excel skills.

#### Preferred:

- Bachelor or higher degree in finance or accounting with 5 years' experience in hands-on accounting;
- Accounting professional certification.

## Essential Functions

### Physical Requirements

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus

### Working Conditions

The work environment characteristics described here are representative of those an employee encounters

while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.