



JOB DESCRIPTION

ACCOUNTING ASSOCIATE - RECEIVABLES

The Accounting Associate - Receivables at Custer Road United Methodist Church (CRUMC) shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work, communicate well, and cultivate trust with other Staff members, volunteers, congregants and vendors.

PURPOSE: The Accounting Associate - Receivables will provide oversight of contributions and other accounts receivables as well as maintenance of monthly financial reports.

HOURS: The Accounting Associate - Receivables is a full-time exempt position and is governed by CRUMC's Employee Handbook. The expected time commitment will be 40 hours per week with additional hours required occasionally. Compensation will be commensurate with experience.

STAFF SUPERVISION: Reports to the Executive Director of Operations and CFO.

RESPONSIBILITIES: In conformity with CRUMC's policies and procedures, as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Manage and record all contributions from all sources
- ◆ Manage bank deposits and perform monthly bank reconciliations
- ◆ Complete all monthly financial reports including the Permanent Endowment
- ◆ Maintain the Chart of Accounts and General Ledger (including year-end close and roll forwards)
- ◆ Maintain record keeping and storage of financial documents
- ◆ Create journal entries, account reconciliations and donor statements as needed
- ◆ Maintain giving website
- ◆ Assist in Charge Conference, Check Out Day and other reporting to the North Central District and/or the North Texas Conference as well as annual audit
- ◆ Manage and enforce CRUMC's system of internal controls to protect the assets and resources of the church, and review control policies and procedures regularly
- ◆ Attend and participate in weekly staff and appropriate committee meetings as required
- ◆ Assist the CFO as needed

QUALIFICATIONS:

- ◆ Must be a person of deep personal Christian faith and integrity
- ◆ Preferred Bachelor's Degree and/or 2-3 years of accounting experience in a church or non-profit organization
- ◆ Must have strong organizational skills with meticulous attention to detail
- ◆ Problem solver, self-starter, ability to multi-task and be adaptable
- ◆ Excellent communication abilities, both verbal and written
- ◆ Experience in Shelby ARENA and Next Financials is a bonus
- ◆ Ability to maintain confidentiality and practice discretion in all communications
- ◆ A positive demeanor, demonstrating grace and patience in interactions with Staff, volunteers, and congregants
- ◆ Ability to handle conflict with grace

TOP REASONS TO WORK WITH US:

- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures.
- ◆ Ministry and professional growth.
- ◆ Great workplace and ministry environment.