



**Position:** Accounts Receivable Associate

**Classification:** Contractor

**Location:** Central Offices

**Organization:** The Church of Eleven22

## **Objective**

The Accounts Receivable Associate is responsible for processing, verifying, and posting giving in a timely manner. This position also manages donor accounts to ensure accuracy and records any account changes.

## **Key Responsibilities**

- Perform day-to-day activities such as cash receipts and other basic accounting functions for church operations and Hope's Closet retail
- Manage giving platforms and run point on resolving congregant giving questions
- Oversee tithe collection and transportation processes
- Reconcile income between giving platform and accounting system
- Perform data analysis and evaluate trends
- Assist other team members and accounting projects as necessary
- Support accounting controls and procedures
- Maintain filing system and protect operations by keeping sensitive and restricted information confidential

## **Education and Experience**

- High school diploma or equivalent with some college coursework and appropriate level of experience required
- Prior experience in accounting required
- Preferred experience with Microsoft Outlook, Word, Excel and Intacct