



EAST OHIO CONFERENCE – THE UNITED METHODIST CHURCH

TITLE: Accounts Receivable Clerk
FLSA CLASSIFICATION: Non-Exempt Hourly
SUPERVISOR: Director of Financial & Administrative Services
DATE OF LAST REVISION: July 24, 2017

Summary / Objective

The Accounts Receivable Clerk is responsible for receipt and accounting of funds being paid to the Conference. This role serves in the auditing process of receipts, ensuring that invoices are accurate and that proper accounting procedures are followed to account for the receipt of payment for goods and services completed by and for the Conference.

Essential Functions

1. Applies payments by churches, individuals and other entities
2. Researches and solves payment discrepancies
3. Processes credit card payments and credits
4. Makes adjustments to accounts as needed
5. Prepares lockbox deposits
6. Prepares weekly reports for accountants
7. Answers telephones
8. Greets visitors to the department
9. Files accounting records and other documents with accuracy and precision

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

Supervisory Responsibilities

This position has no supervisory responsibilities.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Competencies Required

1. Supportive of the mission and ministry of The United Methodist Church
2. Commitment to the mission, vision and values of the East Ohio Annual Conference
3. Financial management
4. Ethical conduct
5. Thoroughness and attention to detail
6. Initiative
7. Time management skills
8. Effective and efficient use of time, talent and resources; high ability to prioritize
9. Dependability and high degree of integrity
10. Commitment to confidentiality
11. Communication proficiency, both oral and written
12. Computer savvy and familiarity with Microsoft Office products
13. Strong math and data entry skills
14. Organizational skills
15. Team player

Educational and Experience Requirements

1. Associate Degree in business or a related field, or the equivalent
2. A minimum of five years of experience performing duties of a like-nature to the position described herein, or in a position wherein the skills and experience are deemed transferrable and relative

Work Environment and Travel Demands

This position's function and duties are performed in a professional office environment. The role requires the use of common office equipment such as computers, phones, photocopiers, scanners, fax machines, adding machines and filing (both the physical process of filing documents and the electronic filing of documents). This position is largely sedentary.

Application Materials Required

Interested applicants must complete and submit the following information to be considered:

1. A letter of interest
2. A current resume

All requested information should be submitted via email to vera.rebrovich@eocumc.com no later than August 11, 2017.