

## Job Description

<b>Job Title:</b>	<b>Accounts Receivable/Payable Coordinator, Arlington</b>	<b>Ministry Area:</b>	Arlington Campus
<b>Reports to:</b>	Arlington Campus Pastor	<b>Position Type:</b>	Lay
<b>Work Schedule:</b>	As needed	<b>Full/Part Time</b>	Part Time
<b>Hours/Week:</b>	6-12	<b>Salary Range:</b>	
<b>Benefits Eligibility:</b>	N/A	<b>FLSA Status:</b>	N/A
<b>Other:</b>	N/A	<b>Location:</b>	Arlington

### Job Summary

The Arlington Campus Accounts Receivable/Payable Coordinator supports Advent Arlington’s mission by ensuring accurate and timely receiving, recording, disbursement, and reporting of our finances. Serving under the Campus Pastor, supported by Advent Cordova financial staff, and accountable to Advent Presbyterian Church’s Board of Trustees, the Arlington Campus Accounts Receivable/Payable Coordinator serves as the point person for all finances to include congregational giving, preschool tuition payments, paying bills, preparing donor receipts, budgeting, data entry, and financial reporting at the Arlington campus.

### Role and Responsibilities

**Receive Congregational Giving:** Receive, record, and deposit all congregational giving on weekly basis. Safeguard donations and ensure a full accounting of all gifts to include cash, checks, direct deposits, and e-giving. After donor information has been recorded on the appropriate software, ensure timely deposit of all checks and cash contributions. Maintain appropriate documentation.

**Deposit Preschool Tuition Payments:** Receive, record, and deposit all preschool payments on at least a monthly basis. Safeguard payments and ensure a full accounting of all cash, checks, direct deposits, and e-payments. Ensure timely deposit of all checks and cash contributions. Maintain appropriate documentation.

**Paying Bills:** Pays invoices by verifying transaction information, preparing and submitting payments. Ensure disbursement of funds to vendors in a timely manner. Determine appropriate budget category from which to make payment and ensure accurate accounting of all purchases and payments. Provide program leaders with checks, as needed, or directly submit payments to vendors and service providers. Reimburse church members and employees for expenses paid from personal funds. Maintain appropriate documentation of all financial transactions.

**Interfacing with Financial Institutions:** Maintain appropriate banking and investment accounts. Determine efficient methods of making deposits, conducting financial transactions, and verifying the accuracy of financial records with the financial institution. Monitor account statements, transactions, and balances. Resolve account discrepancies by investigating, issuing stop payments, payments, or adjustments. Oversee the credit card program for church staff.

**Budgeting:** Assist in the creation of the annual budget. Create a draft budget based upon the current year income and spending and any anticipated changes and needs for the coming fiscal year.

**Controls:** Maintains financial security by following internal accounting controls.

**Financial Reporting:** Create report formats which are user-friendly and suited to the needs of the various groups and ministries. Monthly reports prepared and distributed one week prior to the Site Leadership Team meeting. Submits the same monthly reports to Advent’s Board of Trustees and Treasurer. Quarterly budget reports given to each ministry area leader. Provides financial reports, answers questions, and provides necessary financial information to pastors and ministry leaders within 72 hours upon request. Submit all financial records to be audited at least annually, assisting the auditors in their work and seeking to address audit recommendations.

## Job Description

**Stewardship:** Accurately maintain donor database. Input annual pledge amounts. Sends out regular giving vs. pledged updates. Provide assistance to the Trustees as they conduct the annual stewardship campaign and during any building or capital campaigns. Note any expenses which do not seem to be appropriate or can be reduced.

**Volunteers:** Provide guidance and supervision to volunteers.

**Other:** Special projects and miscellaneous assignments as assigned.

### Qualifications and Education Requirements

#### Advent Specific Requirements

- Model a Christ-centered, Spirit-filled Life: Maintains a close relationship with Jesus Christ; exhibits personal holiness, integrity, and the fruit of the Spirit; serves as a winsome ambassador for Christ personally evangelizing those disconnected from God; is a servant-leader; is a faithful spouse and godly parent, as applicable; shows responsibility in all relationships, finances, and roles; and gives financially to the church
- Affirmation of Advent’s statement of faith, values, vision and purpose
- High character, especially in regard to honesty, dependability, and discretion are required

#### Qualifications

- High school graduate, or equivalent with related experience or accounting related coursework
- Accounting, business, or financial coursework or a degree at an undergraduate level preferred
- A minimum of one to three years of related work experience required
- Experience with a nonprofit or church-based organization is desired

### Skills, Knowledge and Special abilities

#### Skills and Abilities

- General knowledge of accounting principles
- Proficient in Excel and experience or at least comfort with learning financial software
- Good communication skills
- Solid planning and organizational skills
- Attentive to details and accurate

#### Key Attributes

- Ability to work independently as well as in a team environment
- Self-motivated and organized
- Able to maintain confidentiality
- Willingness to pursue ongoing professional development and service to others

Created By:	Don Kerns	Date:	November 6, 2018
Approved By:		Date:	
Last Updated By:		Date:	