

CENTRAL COMMUNITY CHURCH – ACCOUNTS RECEIVABLE SPECIALIST (Part time, 20hrs/week)

The Finance department at Central Community Church (Central) and Central Niagara is a vibrant and growing area within our organization. We are currently in need of a dynamic, passionate and qualified individual to serve as an Accounts Receivable Specialist at Central and Central Niagara.

WHAT YOU WILL DO:

Donor Relations Coordination

- Record and process payments received through various sources, including cash, cheques, Debit/Credits, Tip Tap, Online Gifts (Tithely), Form Payments (BluePay) etc., into Church Community Builder (CCB) platform.
- Ensure donor's profiles are up to date with their necessary information in CCB and follow up directly on the missing pieces of information with donors.
- Ensure timely issuance of:
 - Donation receipts and thank you letters on a regular basis
 - Semi-annual donor statements
- Provide exceptional customer service to donors requesting giving statements, pledge amounts and balances, online banking instructions, tax receipts, etc.
- Coordinate with other staff to assist with reconciliations of financial records, Bluepay forms and registration payments, and provide necessary support to achieve organizational objectives and targets.

Accounts Receivable

- Record Donations and revenue received from all sources in Sage Intacct with high accuracy and prepare monthly revenue reconciliations.
- Ensure proper documentation and record keeping, including online banking transactions and automatic fund transfers, maintaining donor communication in CCB, retention of monthly statements of funds received through various sources, etc.
- Support the team by providing necessary information and statistics from CCB or updating records when requested.
- Engage in bringing efficiencies and eliminating any discrepancies between funds received in the bank and transactions on online portals.
- Manage the transactional items including billing, accounts receivable and payment collection.
- Prepare AR aging report, A/R month-end and year-end adjustments and reconciliations.
- Provide back up support and assistance to other team members within the finance department and perform other duties as assigned.

Other Administrative duties

- Ensure effective document management and maintenance of financial records on Central's digital finance drives and physical filing cabinets located at the premises.
- Regularly update procedure manuals on all the tasks performed with clear and descriptive instructions and upload to the shared Finance folders.
- Work alongside all departments to collectively serve our Church family and Central Niagara
- Work with volunteers/sub-contractors
- Approach the day to day work activities with a flexible and positive attitude
- Perform other duties as assigned by your direct report

WHO YOU ARE:

- A person who has a Bachelor's degree in Accounting or Diploma in Accounting
- A person who has a minimum 5years' experience in Accounting.
- A person who demonstrates excellent interpersonal skills
- Self-motivated and able to take initiative easily.
- Reliable, dependable, teachable and have a strong work ethic.
- A person who has a valid driver's license and access to a vehicle.
- A person who has a working knowledge of Mac, Microsoft Word and Excel.

WHY YOU WANT TO JOIN US:

- The ability to impact and transform people's lives
- Amazing team dynamic that is both highly motivated and passionate

Please visit our website to learn more about us – www.centralcc.ca

If you are interested in this position, please email your resume to adeoladipo@centralcc.ca

Only successful candidates will be contacted for an initial interview.