

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

As a member of the WOC Accounting Team, the Accounts Receivable will ensure the timely billing of amounts receivable, deposit of receipts, and accurate recording of both.

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|--------------------|---|--------------------|---------------|
| Hired By: | Controller | Reports To: | Controller |
| Supervises: | None | Evaluated: | Semi-Annually |
| FLSA: | Non-Exempt | | |
| Schedule: | This is a part-time position that is expected to average 25 hours per week Monday through Friday. | | |

Spiritual Requirements:

1. Professes Jesus Christ as Lord and Savior.
2. Active faith within a Christian faith community with significant knowledge of or willingness to learn about United Methodist beliefs, practices, and organizational structure; a passion for communicating the UM story in creative and powerful ways.
3. Commitment to personal spiritual growth through regular study of scripture and prayer.
4. Considers this position a ministry calling, not simply a job.
5. Demonstrates the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control) as a byproduct of a growing faith.

Professional Responsibilities (Essential):

1. Sort receipts by type and prepare deposits.
2. Download information regarding online receipts and reconcile to cash activity.
3. Record receipts in Accounts Receivable system.
4. Print and process invoices and statements and distribute or mail as appropriate.
5. Assist in the set up and maintenance of recurring billings, including annual Connectional Giving, twice-monthly health insurance, and monthly pension billing.
6. Document billing and deposits in electronic filing system.
7. Respond to Local Church inquiries regarding account activity.
8. Resolve issues by working attentively with Benefits Coordinator and Local Church pastors and treasurers.
9. Maintain files and documentation thoroughly and accurately, in accordance with Conference policy and accepted accounting practices
10. Update job knowledge by participating in educational opportunities
11. Assist in creating and maintaining procedures manual for Accounts Receivable processes.
12. Other duties as assigned

Professional Competencies:

1. Sound general math skills

2. "First time final" approach to performing job responsibilities
3. High degree of accuracy and attention to detail
4. Organized and Deadline-Oriented: Ability to perform the essential functions of the job in a regular and predictable manner
5. Self-starter: High degree of initiative to perform job responsibilities without prompting
6. Problem-Solver: Capable of finding solutions to challenges and obstacles
7. Flexible: Willingness to adjust schedules and priorities as necessary
8. Team Player: Ability to work effectively with others, both inside and outside the Conference
9. Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
10. Coachable: Willingness to take direction, receive suggestions, and to be challenged
11. Trustworthy: Commitment to abide by a strict code of confidentiality
12. Professional: Positively represents the Conference in word, deed, and appearance

Education and Experience:

1. 2-5 years Accounts Receivable or full charge bookkeeper experience required
2. Associates degree or equivalent required, bachelor's degree preferred
3. Customer service experience preferred
4. Demonstrated knowledge of standard office procedures, practices, and equipment
5. Computer proficient, particularly with Microsoft Office Suite and accounting systems

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to sit for extended periods, stand, walk, use hands and fingers, handle or feel; and reach with hands and arms.*

This position requires regularly spending long hours in intense concentration reviewing and entering financial information into a computer. The position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Travel:

Minimal travel is required.