

MINISTRY POSITION DESCRIPTION

POSITION TITLE: Accounts Receivable Associate

ORGANIZATION OVERVIEW

Real Resources is a nonprofit Christian faith based organization that's core purpose is to provide Christ centered resources and experiences for ministry.

TEAM OVERVIEW

The Finance team is responsible for reconciling, recording and reporting on the financial activity of Real Resources in order to facilitate cash management, budget and financial decisions, and ensure integrity of all Real Resources ministries' financial transactions.

POSITION OVERVIEW

The Accounts Receivable Associate is a hands-on, active member of the Finance Team.

DUTIES AND RESPONSIBILITIES

A. Cash Receipts

Record receipt of payments from lockbox reports and checks received in office
Deliver deposits received in office to bank
Record accounts receivable transactions, issue invoices as needed and maintain AR, deferred revenue and other revenue related accounts
Reconcile miscellaneous receivable account

B. Auditing and Reconciling of Staff Financial Reports

- Verify that credit card statements and other financial forms are prepared appropriately and documentation is received
- Monitor timely submission of reports by staff and contact when information is missing or needs clarification/explanation

C. Post Accounts Receivable Payments

- Post payments received in the customer database
- Manage lockbox communications with bank

D. Fixed Assets

- Maintain inventory and monitor security of fixed assets
- Set up Fixed Asset items on accounting system, maintain file of purchases and record depreciation entry monthly

E. Summer Site Finances

- Assist in auditing financial reports and supporting documentation from summer mission sites
- Assist in preparation and presentation of training materials to summer mission staff with financial responsibility
- Assist in supervision of summer accounting assistants in responding to questions from field staff and following up on questions regarding financial reports

MINISTRY POSITION DESCRIPTION

DUTIES AND RESPONSIBILITIES (continued)

F. Year-End and Audit

- Assist in reconciliation of balances and preparation of supporting work papers in conjunction with annual audit
- Respond to requests for information and documentation by auditors

G. Additional Tasks

- Additional tasks which support the overall ministry of Real Resources may be assigned

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing personal faith story and expressing of faith as part of regular job duties and responsibilities
- Commitment to the Core Purpose & Values of Real Resources
- Bachelor's degree in Accounting/Finance or related field, and 1 to 3 years of demonstrated aptitude and successful performance in accounting or similar functions in a ministry or business environment preferred
- Working knowledge of Microsoft Office programs necessary, and proficiency in Microsoft Excel preferred
- Ability to maintain confidentiality is a must
- Ability to work independently without close supervision
- Detail oriented, with confident communication and interpersonal skills
- Strong ability to perform multiple tasks simultaneously
- Ability to contribute to a climate of wise stewardship within the organization
- Excellent communication and interpersonal skills

REPORTING: The Accounts Receivable Associate reports to the Finance Team Manager and is a member of the Finance Team.

TRAVEL: The Accounts Receivable Associate will generally not be required to travel, other than for occasional training conferences and retreats.

HOURS Position is full-time, year round. Position may require limited, minimal evening and weekend hours as operational needs necessitate.

COMPENSATION AND BENEFITS: Salary commensurate with qualifications, eligible for benefits after waiting period as defined in Employee Handbook

CONTACT: Please submit resume and/or cover letter or inquiries to the Human Resources team, by e-mail to hr@realresources.com