



Accounts Receivable & Payroll Coordinator OPEN

Position Type: Exempt
Category: Regular, Full-time position
Classification: E
Reports to: Director of Finance

Summary/Objective

The Accounts Receivable & Payroll Coordinator is responsible for donor contributions, deposits, processing payroll and other projects assigned by director.

Essential Functions

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

Responsibilities

Accounts Receivable Responsibilities

- Process and post all contributions, memorials, restricted donations and non-contribution deposits via offering, online, mail and Square payments (includes preparing deposits and journal entries) ensuring timely and accurate recording of payments.
- Utilize Ministry Platform software to manage donation records, record contributions, and run reports as requested
- Utilize Shelby Financial System software for accounts receivable and general ledger entries and reconciliation
- Collaborate with Database Specialist to maintain accurate profile information in Ministry Platform (church membership database)
- Work with departments on collecting and posting receipts for events, registrations, and other activities that result in payment to the church
- Follow department financial process and procedures to maintain accuracy
- Ensure compliance with all applicable laws and regulations related to accounts receivable activities
- Maintain details and accurate records for all accounts receivable processes
- Assist with month-end closing activities
- Prepare, coordinate sorting, and mail quarterly and year end contribution statements
- Handling of contribution questions from members in person and via phone/email
- Backup for A/P and credit card posting
- Assist auditors as needed

Payroll Responsibilities

- Collaborate with Human Resources to maintain employee compensation information in the payroll system
- Process, review and submit semi-monthly payroll for processing
- Review and reconcile finalized payroll in cooperation with Director of Finance and Director of HR
- Process 403b invoices from to WesPath vendor
- Verify and distribute annual W-2 forms

Department Responsibilities

- Manage general department emails and phone inquiries in collaboration with other finance staff
- Process memorial and honorarium acknowledgement letters
- Implement processes and develop documentation regarding standard operating procedures for financial processes
- Other duties as assigned by Director of Finance

Competencies

- High level of competency in Microsoft Office software (Word, Excel, and Outlook or MS365) with ability to learn computer programs quickly and use them proficiently
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Strong analytical skills with ability to proof-read your own work to ensure data integrity
- Able to read and understand technical forms and financial reports
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Education and Experience Requirements

- Bachelor's degree in accounting, business administration, or related field preferred
- Two (2) – three (3) years in accounting, bookkeeping or related experience required
- Experience in a non-profit environment a plus, but not required

Supervisory Responsibility

This position does not have supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and requires employee to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 8:00a – 4:30p, 40 hours per week. Position may require additional hours during certain projects. This position may qualify for occasional remote work based on Brentwood UMC Remote & FlexWork Schedule Policy with approval from supervisor.

Travel

Travel will not routinely be required. Exceptions would be to attend a job-related conference or driving in town to off-site meeting.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.