

**THE PRESBYTERIAN CHURCH IN CANADA
SUPPORT SERVICES – POSITION DESCRIPTION**

**ACCOUNTS RECEIVABLE (AR) CLERK
FULL-TIME, PERMANENT (Band 3)**

Summary of Position

The AR Clerk is a key member of the Support Services team at The Presbyterian Church in Canada (PCC). The members of the Support Services team provide a range of financial and non-financial services to departments of the national office, and to congregations and presbyteries across the country.

Reporting to the Controller, the AR Clerk supports the full-cycle accounting of the organization and its related entities and ensures the PCC keeps its finances in good standing by maintaining cash inflows in an efficient and effective manner. The incumbent will work closely with staff, donors, congregational members and other volunteers.

Major Responsibilities

- Scan cheque deposits using Remote Deposit scanner and/or deposit cash received at PCC's financial institution
- Accurately process all incoming cash, cheques, electronic transfers and inputs into accounting system, deposit logs, and donation application
- Prepare and issue invoices and customer statements
- Follow-up with customers, donors, and congregations on outstanding invoices or missing information on remittance forms
- Set-up and maintain filing systems, both electronic and hard copy of remittance forms
- Maintain and update donor records on Raiser's Edge donation application
- Monitor and reconcile A/R accounts to A/R subledger and Aged Receivable reports; clean up as necessary
- Assist with other Finance staff on bank reconciliations to resolve accounts receivable issues
- Liaise with Pension and Benefits staff on incoming funds
- Respond to customer, donor, and congregation inquiries while maintaining good customer relations and problem solving
- Assist Assistant Controller/Controller with audit requests
- Execute other duties and special projects as assigned by the Assistant Controller/Controller

Education, Experience and Qualifications

- College/University degree in Accounting, Office Administration, or Finance
- Minimum 2 year's relevant experience in accounting or accounts receivable roles
- Strong math, data entry, and typing skills (minimum 60 words per minute)
- Excellent computer skills and good working knowledge of accounting software, preferably Sage/ACCPAC, along with strong working knowledge of Microsoft Office, specifically Excel (Vlookups, Macros, Pivot Tables)
- Experience with Raiser's Edge donation platform

Position Requirements

- Ability to manage time according to established priorities with a results-oriented mindset and strong desire to achieve key objectives
- A self-starter with good work ethic and highly motivated
- Demonstrated organizational skills with strong attention to detail
- Maintain a positive and professional image of the PCC
- Maintain strong working relationships with individuals, congregations, organizations, and other stakeholders
- Knowledge and respect for the programs and polity of The Presbyterian Church in Canada
- Criminal Records Check - Vulnerable Sector

The AR Clerk needs to be skilled in interacting with members of the constituency, employees, volunteers, and professional service providers. Excellent verbal, written and discerning skills are essential to successful execution of the role.