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| **Christ Church Cathedral** |
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| Revenue and Accounts Payable Coordinator |
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RESPONSIBLE TO: Controller/CFO

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Finance Office Duties:
• Maintain all Finance Files with the exception of payroll related files.
(This includes: preparing all files for each New Year as well as moving & storing prior year files per established guidelines.)
• Assist with Journal Entries
• Assist with counting Sunday collections and other special services, if necessary.
• Entering A/P invoices and processing checks.
• Preparation of yearly 1099’s.
• Processing monthly credit card bills - Verify and match receipts for each Cathedral Credit Card holder
• Batching and entering checks/cash donations into our database/accounting software as contributions or other revenue.
• Assist with mailing quarterly & annual contribution statements
• Scanning, filing and copying documents as needed
• Assist with special projects as needed
• Assist with Annual Audit
• Potential of cross training with the General Ledger accountant or Payroll Coordinator
• Other duties as needed

Non-Finance Related Duties:
• Cover phones at the reception desk during weekly staff meetings.
• Emergency back-up for reception desk (i.e. may need to assist if Receptionist is out sick, or on leave as well as occasionally cover phones for Receptionists lunch break).
• Other duties as needed

REQUIREMENTS:
• Two to three years of accounting experience preferred
• Two to three years of accounts payable experience required
• Knowledge of Microsoft Office (Word & Excel)
• Good communication, organizational, and multi-tasking skills
• Quick learner.
• Extremely detail-oriented and accurate.
• Must respect and maintain confidentiality of sensitive information

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| **Contact Name:** |
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