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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:** | |
|  | Ramona Sikes, Manager of Human Resources and Parish Records |
| **Contact email address:** | |
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