



Staff Role Description

Accounts Receivable Specialist

Ministry:	Finance
Reports To:	Accounting Supervisor
Average Hours Per Week:	Part-Time, 25 hours per week
Role Type:	Non-Exempt
Last Revision Date:	March 2023

Role Overview

This person will handle all accounts receivable responsibilities for The Chapel.

General Requirements

The ACCOUNTS RECEIVABLE SPECIALIST must embody the purpose, vision, and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **PURPOSE**: *To help people come alive to God*

Big Idea: Revival -- All of God in all of us for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

Accounts Receivable Specialist

Additionally, the ACCOUNTS RECEIVABLE SPECIALIST must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God
- Be an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities with attention to detail, accuracy, multi-tasking, and confidentiality
- Have a desire to be a contributing member of a team while also being able to work independently
- Have proven and successful experience in all areas under the Primary Responsibilities

Primary Responsibilities

The ACCOUNTS RECEIVABLE SPECIALIST will be responsible for the following tasks.

- Manage our Accounts Receivables documentation creation, promotion, and organization
- Become an expert in Accounts Receivables processes and be able to lead and train staff as needed
- Process all weekly giving for Illinois campuses on Monday and Wisconsin campuses on Tuesday as well as provide reports to leadership
- Process midweek donations, non-cash and stock donations
- Process all top giver reports to campus pastors and leadership
- Process all miscellaneous deposits
- Assist with yearly budgets and have a clear understanding of account, department, and location coding
- Participate in the audit paperwork and assist the Finance Supervisor in the audit process, as needed
- Help navigate benevolence for the Campus pastors
- Reconcile all bank accounts
- Assist with the elder report
- Attend weekly team prayer meetings, monthly all-staff meetings and other team meetings, as scheduled
- Have the ability to cross-train with Accounts Payable responsibilities, as needed
- Be available to assist with any additional finance-related duties as assigned by the Accounting Supervisor

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.