



Staff Role Description

Accounts Receivable Specialist

Ministry:	Finance
Reports To:	Manager of Finance & HR
Average Hours Per Week:	Part-Time, 25-28 hours per week
Role Type:	Non-Exempt
Last Revision Date:	September 2026

Role Overview

The Accounts Receivable Specialist will handle all accounts receivable responsibilities for The Chapel. Attention to detail, strong initiative, and exceptional organizational skills are critical to success in this role and will be essential in managing the volume and complexity of financial transactions, reconciliations, reporting, and system administration responsibilities. Viewing this role through a ministry lens, this person must be adaptable to both independent and collaborative working environments.

Primary Responsibilities

- Manage all Accounts Receivable documentation creation, maintenance, promotion, and organization.
- Become an expert in Accounts Receivable processes and be able to lead and train staff as needed; additionally cross-train in Accounts Payable processes as needed.
- Process weekly giving for all campuses and providing reports to leadership.
- Process midweek donations, non-cash donations, stock donations, and miscellaneous deposits
- Process and distribute top giver reports to campus pastors and leadership.
- Assist with yearly budgets and maintain a clear understanding of account, department, location, and event coding structures.
- Provide coding and account setup support for event registrations and related financial activities.
- Participate in audit preparation and assist with the annual audit process as needed.
- Help navigate benevolence requests and processes for Campus Pastors.
- Reconcile all bank, investment, and Treasury bond accounts accurately and timely.
- Prepare the Elder Financial Report and provide it to the Manager of Finance & HR for review.
- Process contribution statements annually, including mid-year statements in November and year-end statements in January.
- Assist with and process fiscal year-end financial activities.
- Bring deposits to the bank monthly.
- Collaborate with Pushpay and MyWell support teams to investigate and resolve balancing discrepancies and system-related issues.
- Set up and maintain Pushpay accounts for mission trip fundraising and designated giving campaigns.

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- Develop a thorough understanding of all financial and giving systems used by the organization, including how systems integrate and exchange information.
- Troubleshoot system issues, identify root causes, and recommend practical solutions when discrepancies or integration challenges arise.
- Maintain a working knowledge of Microsoft Excel and use it effectively for reporting, reconciliations, and financial analysis.
- Attend weekly team prayer meetings, monthly all-staff meetings, and other scheduled team meetings.
- Assist with any additional finance-related duties as assigned by the Manager of Finance and HR.

Key Qualities and Competencies

- Exceptional attention to detail and accuracy, with a high degree of pride in high-quality work
- Demonstrated problem-solving skills and the ability to think creatively and outside the box when addressing operational and financial challenges.
- Demonstrated outstanding organizational, time-management, and multi-tasking skills.
- Highly dependable and capable of managing multiple priorities while meeting deadlines.
- Ability to quickly learn and understand complex financial systems and troubleshoot issues effectively.
- Effective communicator who can work well with staff, leadership, volunteers, and vendors.
- Proven ability to maintain confidentiality and exercise sound judgment in handling sensitive financial and personnel information.
- Strong desire to be a contributing member of a team while also being able to work independently
- Ability to lift and move Bankers Boxes weighing approximately 30 to 50 pounds, with reasonable accommodations as appropriate.

Cultural Alignment

The Accounts Receivable Specialist must embody the mission, 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 **MISSION**: *To help people come alive to God! This means we:*

- 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 revival in our church communities, and around the world! Revival happens whenever a group of people, anywhere, at any time, come alive to God. We do this by pursuing:*

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

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Our **VALUES**: *To be a people fully devoted to God and others. We trust God in all things, big and small. We live authentically, never pretending to be something we're not. We embrace life with joy, finding ways to have fun along the way. We do this by:*

- Living All-In: A fully committed people who come in third (God, others, self)
- Having Expectant Faith: He is who he said he is and will do what he said he will do
- Being Authentic: Honest, forthright, plain-spoken and integrity-filled
- Having Fun: Vibrant, winsome, joyful

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.