

**New England Annual Conference of
The United Methodist Church**

Job Title: Accounts Receivable Specialist

Summary: Under the supervision of the Financial Services Manager, the individual in this position is accountable for the accurate and timely processing of billing and remittances for the Conference and its related accounts.

Responsibilities:

- Prepare and distribute billings to local churches, camps, and agencies of the Conference for:
 - auto, property, liability, and workers' comp insurance based on information provided by the Treasurer and/or insurance carriers;
 - pensions and health insurance based on information provided by the Human Resources and Benefits Manager; and
 - Mission Shares billings to local churches on a monthly basis using data provided by the Treasurer.
- Code incoming payments to the Conference, including Mission Shares, insurance payments, and other miscellaneous income, and deposit into appropriate bank accounts.
- Review deposit reports from local depositors (i.e., Conference camps) and record them into General Ledger.
- Post lockbox receipts to billing system, reconcile bank deposits to billing system, and prepare daily and monthly income reports.
- Prepare monthly Mission Share spreadsheets and graphs.
- Handle payment allocation questions from remitters.
- Post all income to General Ledger and reconcile at month- and year-end closing.
- Maintain database for billing systems using information from all appropriate sources.
- Receive property, auto, and liability claim checks from insurance carriers, reconcile with open accounts and forward to claimants.
- Recruit and oversee teams responsible for income at special events where collection of funds occurs.
- Work with software providers to resolve computer system problems related to income or to create new reports as necessary.
- Establish and maintain contact with local church treasurers to:
 - Resolve remittance problems and provide requested information;
 - Prepare and distribute Mission Share and insurance information on an annual basis; and
 - Maintain current list of codes for Advance Special funds and provide the information to local churches as requested or necessary.
- Maintain permanent church files for remittance, insurance, cancelled checks, and closing reconciliation.
- Perform other duties as assigned.

Requirements:

- High school diploma or equivalent.
- Basic accounting knowledge.
- Knowledge of accounting software and proficient in Excel, Word and Outlook.
- Ability to be accurate and detail oriented.
- Ability to resolve inquiries in an efficient manner and meet deadlines.
- Ability to work independently or with others.
- Experience in Accounts Receivable and Billing.
- Ability to communicate effectively, both verbally and in writing.
- Familiarity with The United Methodist Church is desirable.