



JOB DESCRIPTION

Position: Accounts Receivable Clerk
Position Status: Full-Time
Schedule: Monday-Friday 8:30 AM – 5:00 PM
Category: Non-Exempt
Salary: \$19-24/hour

Supervisor: Reports to Senior Accountant or Controller of CFCS, Inc.

Job Summary: As a practicing Catholic and member of the staff of CFCS, under the supervision of the Senior Accountant or Controller, the Accounts Receivable Clerk shall coordinate all activities relating to billing and collection for products and services provided to CFCS customers.

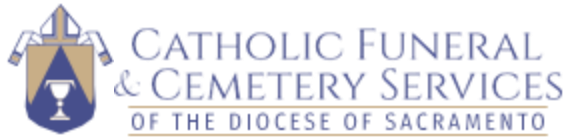
Essential Functions:

1. Perform accounts receivable processing including the preparation of ACH and credit card collection batches. Assist in the preparation of related journal entries.
2. Take credit card payments from customers over the phone when needed.
3. Deposit checks remotely to bank account using check scanner.
4. Perform collection activities for accounts receivable (AR) accounts and be able to discuss payment options with families.
5. Match deposits between system entries and bank transactions.
6. Serve as back up for accounts payable staff, taking accountability for the function when other staff are away from the office or assistance is required.
7. Perform special project functions as required.
8. Perform other tasks and/or projects as assigned.

MINIMUM QUALIFICATIONS:

Education: High School Diploma

Experience: 2-5 years' experience in Accounts Receivable or general ledger accounting



Skills / Knowledge: The Church's mission in the Diocese of Sacramento; current GAAP knowledge; must be proficient with Excel and Word. Professional communication skills: both oral and written.

Preferred:

- Experience with Microsoft Dynamics GP or Sage 300, or other accounting systems.
- Associates or bachelor's degree in accounting, finance, or business management.
- Spanish Speaking