



JOB DESCRIPTION



INFORMATION

Job Title	<i>Accounts Receivable</i>	EEOC Job Classification	Admin. Support Workers
		FLSA Classification	Non-exempt
Department	Accounting	W/C Classification	8810 – Clerical
Reports To	Controller	Reviewed	6/16/2022

SUMMARY

Advance the mission and vision of TMUS by processing payments in a timely and efficient manner to ensure adequate cashflow and proper revenue recognition.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and processes cash receipts and posts to general ledger system.
- Exports, transforms, and loads electronic payment files to the general ledger system.
- Works with development department to process donations, issue regular reports for posting to donor management system, and complete matching program documentation.
- Balances daily batches and reports; prepares income reports and statistics; distributes reports.
- Reconciles cash receipts to general ledger postings.
- Performs a variety of general clerical duties.
- May assist in preparing documentation and responses for financial reports and legal matters.
- As appropriate to the position, assists in identifying and investigating payment deficiencies, such as referral for collection, legal action, or write off.
- Performs miscellaneous job-related duties as assigned.
- Ensures strict confidentiality of financial records.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Ability to calculate numbers, correct entries, and post to records.
- Ability to effectively utilize various software systems.
- Ability to gather data, compile information, and prepare reports.
- Ability to secure and handle cash.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Must be a self-starter who will complete tasks without constant supervision.

- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting or business administration or equivalent.
- At least one year experience in an accounting office in an educational institution preferred.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook, Access.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; have full dexterity of hands and arms, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There may be some travel required for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.