



ROLE: Revenue Processing Specialist

DEPARTMENT: Finance

REPORTS TO: Senior Accountant

WORK HOURS: Full-time

WHOM WE SEEK:

We are seeking a detail oriented, energetic, self-starting individual to join Saint Michael and All Angels as Revenue Processing Specialist. This position will be primarily responsible for the processing of contributions and recognition of revenue for multiple entities. They will report directly to the Senior Accountant and work closely with others in the department.

Duties and Responsibilities:

- Contribution Processing
 - Primarily responsible for the weekly processing of contributions for the church
 - Work with credit card processing on a daily basis
 - Prepare journal entries for revenue to be reviewed and posted by Senior Accountant
 - Work closely with parishioners regarding contribution questions and changes to giving methods
 - Responsible for pledge entry for annual pledge campaign and other campaigns
 - Work closely with Advancement department regarding contribution reporting and periodic statement production
 - Work with Senior Accountant to maintain an up-to-date procedure manual for contribution processing including the merchant account software
 - Process monthly rent for the Fredericks Square office building
 - Process other income and receivables for SMAA and related entities
 - Work with others in the department on monthly revenue reconciliations and reporting
 - Troubleshoot, advise and resolve revenue discrepancies

- Other Accounting Duties
 - Assist with implementing and maintaining internal controls
 - Assist with month-end procedures and monthly reconciliations
 - Working with others in the Finance department, complete the monthly procedures to close the books and issue relevant reports

WE EXPECT OUR ACCOUNTANT WILL BE...

- Aligned with our core values: Collaborative, Loyal, Effective, Kind, And Growth-Oriented; and committed to core focus: “Building Christian disciples for a transformed community”
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- An effective verbal and written communicator with excellent interpersonal skills

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or equivalent accounting experience
- Strong proficiency in MS Office Suite, particularly Excel and Word, and competency with Internet and email
- Ability to quickly learn and deploy church’s database system and various software programs
- Complete SafeChurch training modules prior to beginning work

CORE COMPETENCIES:

- Experience in general ledger accounting
- Donor database/CRM experience preferred
- Previous work with credit cards and merchant accounts preferred
- Attention to detail and strong organizational skills
- Confidentiality – able to exercise mature judgment and discretion with sensitivity to the needs of others.

If you would like to apply, please submit a letter of interest and resume to Melisa Bray, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or mbray@saintmichael.org (reference “Accountant” in the subject line). No phone calls, please.