



Accounts Receivable Specialist – Christian Ministry

Company Description: Mission to North America (MNA) is a permanent standing committee of the Presbyterian Church in America (PCA) and provides services to those seeking to be church planting catalysts (church planting networks, presbyteries, individual churches) or those seeking to pursue church planting and, on a denominational level, offers services such as church planter development and recruiting, assessment, assistance with placement, training, coaching and fundraising consultation, and cash management services. MNA also provides services for church vitality such as ESL, Disability Ministry and Disaster Response.

Applicants can read more about our vision, mission and beliefs on our website at www.pcamna.org.

Job Description

The Accounts Receivable Specialist is a critical member of the Accounting team, reporting to the Donor Services Manager responsible for donations processing. This position will perform a variety of duties related to donor relations, including data entry of gifts received, processing receipts and other donor correspondence, as well as other accounting-related responsibilities

Qualifications

- Must have an Associates degree from an accredited institution or equivalent experience (at least 5 – 8 years)
- Experience in processing accounts receivable or donations/gifts in accounting software programs other than QuickBooks, Xero, or FreshBooks.
- Blackbaud's Raiser's Edge experience a plus
- Must have strong working knowledge of basic Microsoft Excel skills including navigation and entering data, editing spreadsheets, creating formulas, etc.
- Experience in importing/exporting data
- Possess the personal qualities of integrity; a high level of attention to detail; ability to manage and organize multiple tasks, priorities and deadlines; excellent problem-solving skills; and ability to handle a high volume of transaction processing in a timely, accurate and efficient manner.
- Must work well with others in a friendly and encouraging teamwork atmosphere with a drive to achieve personal and ministry success through personal performance excellence and a servant mindset toward others.

Responsibilities

- Code and process a high volume of donations/gifts on a daily, weekly and monthly basis
- Prepare donor receipts and other acknowledgement letters
- Provide excellent customer service to constituents and staff via phone and email
- Maintain updated electronic files according to retention policy and audit requirements



Desired Characteristics of Applicants

When MNA reviews applicants for an open position, we look for certain characteristics we believe are important to maximizing the ministry of MNA and fully utilizing spiritual gifts and talents as individuals:

- **Christian:** Must be a Christian whose life reflects mature, spiritual growth and is active in a local PCA or other evangelical church.
- **Called:** Must be a Christian who views the position as both a vocation (responsibility) and as a ministry (service).
- **Competent:** In addition to being a Christian and having a sense of calling, a person must be fully competent to perform all the duties of the position.
- **Committed:** Because of MNA's high standards and its belief in good stewardship, it is essential that all employees display a high level of commitment to their job responsibilities and the ministry as a whole.

MNA is both an equal-opportunity employer and a Christian, nonprofit, religious organization. We conduct hiring without regard to race, color, ancestry, national origin, age, sex, marital status, parental status, or disability of an otherwise-qualified individual. The status of MNA as an equal-opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same religious commitment, which is central to our stated religious purpose and day-to-day operations.

Job Type: Full-time

Pay: \$41,500 - \$45,500 per year, depending on experience

Benefits:

- 403(b)
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Long-term care
- Long-term disability
- Paid time off: vacation, sick and personal as well as 9 major holidays

NOTE: Health, dental, vision, life, and long-term care insurance are all fully provided to the employee; dependent coverage is available. 10% of salary provided into 403b account; additional contributions available through salary reduction by employee.



Mission to North America
Presbyterian Church in America

Setting: Remote

Schedule: Monday to Friday, 8:00 to 4:30

Email resume, at least three (3) references (two of which are work related), and salary requirements to mna.hr@pcanet.org.

Cultivating Kingdom Advancement through the PCA in North America



Donations:
Mission to North America

P.O. Box 890233
Charlotte, NC 28289-0233



p: 678.825.1200
f: 678.825.1201



www.pca-mna.org