
BUSINESS OFFICE – ACCOUNTS RECEIVABLE

Position Assignment

Title: Accounts Receivable

Organizational Unit: Headquarters Business Office

Recruited by: Vice President of Business Administration

Approved by: President and CEO

Working Relationships

Reports to: Vice President of Business Administration

Staff Team: Vice President of Business Administration, and all STCH Ministries staff to enhance the total program

Basic Functions

The Accounts Receivable position at South Texas Children's Home Ministries (STCH Ministries) assists the Vice President of Business Administration in administering the work of the business office toward achieving STCH Ministries' mission statement. Duties are primarily processing of incoming monetary donations.

Basic Responsibilities

1. To process incoming donations including posting donations on donor base software, donor memorial and honor correspondence.
2. To maintain files for external auditor's annual review.
3. To maintain donor base software.
4. To prepare bank deposits.
5. To reconcile bank statements.
6. To maintain and operate Petty Cash drawer for Boothe campus.
7. To bill and collect reimbursements from employees for phone and other personal expenses.
8. To prepare and process employee payroll.
9. To back up Receptionist at headquarters building.
10. To perform all other duties as assigned.

Position Description

South Texas Children's Home Ministries



***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Business Office – Accounts Receivable.

Employee Signature

Date

Employee Supervisor Signature

Date