

## CSCE Job Description (2021)

<b>Job title</b>	<i>Accounts Manager</i>
<b>Reports to</b>	<i>Business Manager &amp; Controller</i>

### Overview

The Accounts Manager supports the Business Manager & Controller by preparing, executing, and reporting on the daily Accounts Receivable transactions of the Calgary Society for Christian Education ("CSCE"). Specific duties and responsibilities are listed below. This role provides accurate and timely support to the Business Manager / Controller in all matters of accounting and finance, including decisions surrounding fiscal responsibility of Society funds. In addition, the Accounts Manager serves on the Program Fee Assistance Review Panel, and serves as liaison to the contract bus service provider, assisting in route development and fee collections.

### Qualifications

Qualifications include:

- Education – Courses, training, work experience and/or certification in a major accounting software program. Simply Accounting (SAGE) is preferred; experience with another robust accounting program is acceptable.
- Data entry experience.
- Experience and functionality in Microsoft Office modules (Excel, Word, PowerPoint); Google Suite (Docs, Sheets, Forms); and other CRMs .
- Working knowledge of AR, PO Systems, Monthly Reporting, entry of transactions and verification procedures
- Ability to work well with others, professional and caring attitude, and excellent communication skills
- Provision in personnel file of all professional training, certification and course completion certificates
- Minimum of 3 years related experience in a Not for Profit organization, church office, or business environment.
- First Aide, CPR and related medical first response training. Verified Police and Social Services background check on file and current within CSCE policy requirements.

### Duties and responsibilities

#### Accounting / Clerical

Using SIMPLY ACCOUNTING to ensure the security, accuracy and integrity of CSCE financial data, the following are expectations of the position:

#### Receivables

- Payments and Receipts
- Enter and verify family info & charges as required in accounting software
- Generate and distribute program fee schedules for payment.
- Identify any NSF payments that come back, initialize and follow up the collection of outstanding funds

- Preparation and posting of all Bank Deposits as required, keeping in mind that daily transactions are the goal

### **Office Duties**

In matters related to the financial data entry of Accounts Receivable, ensuring that entries are made accurately, applied to appropriate accounts, and that proper procedures are followed at all times.

**Reporting** - to the Business Office Manager the status of activities, efficacy of process, and trends related to accounts receivable.

**Transactions** - enter and prepare all A/R related transactions and daily bank deposits.

**Filing** - all completed work according to company policy and practice

**Collections & Assistance** - enforce the CSCE Program Fee Collections Policy and support the identification and vetting of families in need.

**Transportation** - sustain an active relationship with CCS contract transportation provider, providing oversight to ensure quality and efficacy of program for families.

**Personal Development** - actively seek and participate in “continued learning” for professional development.

**Confidentiality** - conduct business with discretion and follow established security protocols to protect private and privileged information of parents, students, and staff.

**Other Duties** - as part of a team, support the efforts of other CSCE staff and departments in fulfilling strategic needs and tasks.

### **Working conditions**

Accounts Manager serves 32 hours per work and is scheduled according to operating needs of the CSCE Business Office. The office is located in the CCS Secondary building, at 5029 26 Avenue, SW, Calgary.

This position deals with matters of a sensitive and personal nature; the ability to retain the confidentiality of this information is essential. The post requires the skills necessary to navigate, assist, and find positive solutions within the confines of the position and oversight duties.

### **Direct reports**

Bus / vehicle drivers and others as assigned

---

This job description supersedes all prior job descriptions and is meant as a guide to responsibilities, oversight and expectations contained herein.

<b>Approved by:</b>	<i>Executive Director</i>
<b>Date approved:</b>	<i>May 26, 2022</i>
<b>Reviewed:</b>	