

POSITION PURPOSE

Community Health Charities improves lives by raising funds and awareness to support the critical health and wellness issues championed by our almost 2,000 member charities through workplace giving campaigns and strategic corporate partnerships.

Reporting directly to the Financial Systems Manager, this non-exempt position is responsible for daily cash receipts entry and reconciliation. The ideal candidate is extremely organized with an incredible attention to detail. The ability to multi-task in a high-volume environment is also a critical skill.

Join a fun, fast-paced team where your work directly contributes to our important mission of empowering people to take action to improve health and well-being.

ESSENTIAL FUNCTIONS

- Review daily cash receipts from multiple sources (including lockbox, physical checks, electronic payments, credit cards, etc.) and code to the appropriate customer and campaign.
- Input those payments into the cash receipts sub-ledger quickly and with a high degree of accuracy.
- Research unknown payments or other questions with a sense of urgency
- Seasonal pledge data entry through both direct systems input as well as excel imports.
- Other special projects as assigned by the Financial Systems Manager

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

- Basic understanding of accounting principles, including experience in accounting systems and performing general reconciliations
- Experience with Excel data manipulation a plus, including using pivot tables and the vlookup formula
- Ability to multi-task in a high-volume environment
- Extremely organized with a high attention to detail
- Experience with Intacct cloud accounting platform a plus
- Experience with Dynamics CRM or other constituent relationship management platform a plus

Organizational core values: impact, innovation, integrity, team, inclusion.

It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital

status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward-thinking organization and promotes from within.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.