

**Position Title:** Income Processing Clerk  
**Reports to:** Vice President, CFO  
**Location:** National Service Centre; Langley, BC

### **Job Summary:**

Serving within the broader Christian mission of Young Life, the Income Processing Clerk serves as a member of the accounting team and provides administrative support to Young Life's fundraising and revenue functions.

### **Key Responsibilities:**

#### ***Income Processing Duties (80%)***

- Develop and maintain a thorough understanding of *Raiser's Edge*, *Excel* and other relevant software.
- Accurately and efficiently create batches, entering donations and other revenue into *Raiser's Edge*.
- Prepare and process bank deposits and other payments.
- Maintain *Raiser's Edge* database, identifying, investigating and correcting any errors or omissions.
- Contact and follow up with donors and staff regarding returned/declined donations.
- Appropriately respond to inquiries from staff, volunteers, and donors.
- Assist with the production and distribution of monthly and annual tax receipts.
- Prepare Journal Entries for income-related transactions.
- Produce donation and other reports as required.
- Maintain electronic working files on the network.
- Support period-end processes and audit functions as required.

#### ***Miscellaneous Administrative Support Duties (15%)***

- Receive and distribute mail and deliveries; administer returned mail. Prepare and initiate outgoing deliveries.
- Answer and direct incoming phone calls.
- Accurately file physical and/or electronic documents for accounting and human resources.
- Responsible for general organization / tidiness of the office. Monitor needed supplies; assist with orders.
- Perform other duties as assigned or required.

#### ***Team Duties and Responsibilities (5%)***

- Foster healthy working relationships within the National Service Centre (NSC) team, and with staff, volunteers and donors across the mission.
- Model effective communication and work collaboratively within the NSC team, seeking to support Young Life's mission, core values and strategic plan.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.
- Provide spiritual encouragement to staff, volunteers and donors as appropriate.
- Participate in group devotions, prayer times and other communal activities of the Young Life Order.
- Attend staff meetings, conferences and training events as required.



### Knowledge, Skills and Abilities:

- Must subscribe to Young Life’s Statement of Faith and Codes of Conduct.
- Must be actively engaged in a vibrant and growing personal relationship with Jesus Christ.
- Demonstrated understanding of full-cycle accounting; ability to produce basic journal entries.
- Education with a focus on accounting & administration preferred.
- Excellent interpersonal skills and ability to interact effectively with a wide variety of constituents.
- Professional rapport; engaging phone manner.
- Well organized with superior attention to detail.
- Strong analytical reasoning skills and decision-making ability.
- Demonstrated ability to deal with highly sensitive and confidential material and situations.
- Flexible with a positive attitude toward serving, learning and training.
- Intermediate to advanced skills in Microsoft office programs is required. Working knowledge of *Raiser’s Edge* is an asset.
- Administrative experience in a not-for-profit organization is beneficial.

### Work Conditions:

- **Work Location / Physical Requirements:** Work is generally performed in an office environment, involving significant sedentary computer / telephone work. Moderate physical effort may be needed to perform duties related to paper storage, office organization / tidiness, etc.
- **Hours of Work:** This 20 hour/week position is required to work Monday through Friday during the day. Moderate overtime may be required, particularly at year-end.
- **Other:** Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check.

*The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.*

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Staff Person Name

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Signature

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Date

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Supervisor Name

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Signature

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Date