



2450 Milltower Court, Mississauga, ON L5N 5Z6

**Position:** Receipting Coordinator

**Hours:** Full-time (40 hours a week)

**Start Date:** Immediate

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Reporting directly to the Manager of Receipting, the successful candidate will perform receipting of donations and other income, as well as support functions within both the Receipting area and the Accounting Department.

### Responsibilities:

- Receipt various types of donations and income for the PAOC and its affiliated entities, including online donations, cheques, credit cards, wires, and e-transfers.
- Review and manage daily upload of recurring credit card donations.
- Handle call-in donations.
- Monitor and receipt direct deposits.
- Scan and process cheques for bank deposits.
- Assist with donor care on phone and email inquiries, credit card updates, etc.
- Support ministry teams and affiliated entities by addressing their receipting-related inquiries.
- Oversee the Donation email inbox.
- Collect, open, sort, scan, and internally deliver mails.
- Perform other receipting and accounting tasks as instructed by the Manager of Receipting.

### Qualifications:

- 2-4 years of clerical experience, receipting or accounting experience in a charitable environment is an asset
- Excellent accuracy and attention to detail
- Demonstrated ability to prioritize, manage, and complete tasks under pressure
- Strong customer service orientation
- Advanced written and verbal communication skills in English, knowledge of French is an asset
- Intermediate-level proficiency with computer applications (Microsoft Office / CRM / online banking / Business Central), or initiative to acquire the needed computer skills
- A forward-thinking team player who takes ownership to contribute, and has enthusiasm for advancement
- Ability to work onsite

The PAOC is a Christian organization that engages in Christian ministry, serving the Christian community. This position is an important role in carrying out PAOC's mission and it is critical that the candidate's beliefs and conduct are consistent with the beliefs and conduct standards of the PAOC. Therefore, it is a requirement of this position that the candidate's beliefs and conduct adhere to PAOC's Mission Statement, Core Values, General Constitution and By-Laws, the Statement of Fundamental and Essential Truths, and any other document that may be established by the PAOC regarding standards of conduct.

The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply for this position, please email the resume with a cover letter by November 7, 2024, to [Sharon.Morgan@paoc.org](mailto:Sharon.Morgan@paoc.org)

Only those applicants whose skills and experience best align with the job description and position will be contacted.

www.paoc.org  
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Mississauga, ON  
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