



**Job Title:** Accounts Payable Clerk  
**Reports To:** Director of Financial Operations  
**FLSA Status:** Non-Exempt  
**Direct Reports:** No  
**Date Revised:** August 2019

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### **POSITION SUMMARY**

This position provides assistance for the assigned or director(s), administering the tasks and functions of church ministries in concert with the daily practices of the assigned staff, as well as managing, delegating or communicating tasks related to office management, email, bookkeeping, coordination, and correspondence.

### **ESSENTIAL RESPONSIBILITIES**

- Maintaining accounts payable processes, excel spreadsheets for payment backup, and W-9s for contract labor
- Billing kitchen expenses
- Entering journal entries
- Acknowledging memorial donations
- Credit card reconciliation
- Managing background check processes
- Other duties as assigned

### **KNOWLEDGE & SKILLS**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

### **Education and/or Experience**

1. High School diploma required; bachelor's degree preferred
2. Two years educational and/or experiential background and interest in accounting, finance, or a similar field
3. Advanced computer skills in Microsoft Excel required

### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and percentages

### **Language Skills**

Have gifted written and oral communication skills, including the ability to understand, read, write and speak English. Ability to read, analyze and interpret general professional/ministry periodicals/journals, technical procedures or governmental regulations. Ability to successfully write and/or recommend reports, business

correspondence and policy. Ability to effectively present information, respond to questions and professionally interact with ministers, managers, employees, members, guests, vendors and the general public.

### **Reasoning Ability**

Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and correct errors. Ability to understand and interpret basic financial data. Ability to interpret a variety of instructions in a variety of forms and deal with abstract and concrete variables.

### **Other Qualifications**

1. Knows the joy of a conversion experience and exhibit a growing relationship with Jesus Christ as Lord and Savior
2. Promotes a positive, open, flexible, ministry-minded, unified, and creative healthy environment as a team player specifically with ministers and staff as well as church leaders, members, and guests
3. Has a servant attitude and desires to serve God through the local church
4. Works well in a team and organizational matrix environment, as well as works independently
5. People-oriented: Connect well with members and guests; relate well with people
6. Exhibit a comprehensive understanding of ministry needs
7. Knowledge of the church's By-laws, human resource policies, leaders, facility and financial policies and procedures, and general church practices
8. Must be able to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently in a deadline intensive environment with the ability to give attention to detail and accuracy while maintaining a professional, courteous manner
9. Must be able to exercise good judgment and positively influence and lead others, including handling confrontations with poise and efficiency
10. High integrity, including maintenance of confidential information
11. Possess the skills necessary to perform the functions of the job, able to multi-task, and capable of learning additional skills which the job may require.
12. Requires ability to identify and implement opportunities to improve performance

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Repetitive motion of upper body required for extended use of computer. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

Works in well-lit, ventilated and climate-controlled Church and office environment with routine office equipment; some equipment has moving mechanical parts.

Noise level in the work environment is usually moderate but can vary depending on the activity.