



Job Title: Accounts Payable Clerk	Created on: 12.11.2020
Reports To: Stewardship Pastor	Last Updated: 12.16.2020

### **General Description**

The Accounts Payable position is responsible for assisting the Stewardship Pastor with the financial paperwork, organization, and document management. This position will perform various duties and requires approximately 24 hours of work per week.

### **Essential Job Functions**

- Maintain precise records of all vendor payments
  - Monitor tax liabilities and ensure tax liabilities are paid on time
  - Responsible for paying and keeping record of all invoices
  - Keep track of all company credit card spending, and make payments on credit accounts
  - Analyze all accounts on a monthly, quarterly, and annual basis to ensure payment accuracy
  - Work collaboratively with various departments to perform accounting audits
  - Research and approve new vendors and create new vendor accounts
  - Assist the Stewardship Pastor with the weekly offerings
  - Assist the Stewardship Pastor with management of the annual budget
  - Provides office management services like scanning, filing, and other administration work
  - Other duties and responsibilities as assigned by the Stewardship Pastor
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- **Education and Experience**
  - Ability to work both independently or collaboratively with other departments and church members.
  - Is self-motivated and willing to serve.
  - Ability to execute projects systematically.
  - Proficient knowledge of database and spreadsheet tools, such as QuickBooks and Excel.
  - Proficient in computer applications using Microsoft Office Suite (Word, Excel, Outlook).
  - Good organizational and communication skills.