

## **Accounts Payable Clerk**

### **Position Information**

Position Title: Accounts Payable Clerk  
Classification: Part-Time Hourly, Non-Exempt  
Department: Accounting  
Reports To: Finance Director

### **Job Purpose**

To assist with the daily accounting and financial operations of the church and affiliated ministries, including accounts payable, contributions processing, deposits, and general accounting support. This position supports the integrity, accuracy, and efficiency of the accounting office while maintaining a high level of confidentiality and professionalism.

### **Responsibilities and Expectations for All Employees**

#### **Ministry and Management Philosophy**

The church operates as both a local church and a 501(c)(3) nonprofit organization. Employees are expected to uphold biblical values while supporting sound business and accounting practices. All employees are expected to comply with church policies, accounting procedures, and fraud prevention policies while demonstrating integrity, accountability, and professionalism.

#### **People Skills**

Employees must interact with pastors, staff, missionaries, church members, vendors, and guests in a professional, respectful, and Christ-like manner. Strong communication and teamwork skills are essential.

#### **Flexibility**

Employees may occasionally be required to work evenings, weekends, or alternate schedules to meet ministry and operational needs. Responsibilities and reporting structures may change as ministry needs evolve.

#### **Ministry Involvement and Stewardship**

Employees are encouraged to remain actively involved in ministry and support the church financially through faithful stewardship.

#### **Emotional Maturity**

Employees must consistently demonstrate emotional stability, professionalism, discretion, and maturity within a church environment.

### **Required Knowledge, Skills, and Abilities**

- Maintain strict confidentiality in all accounting matters.
- Working knowledge of bookkeeping and accounting principles.
- Proficiency in Microsoft Products and Google Suite

- Experience in Pushpay, Sage Intacct, Martus Budgeting, Clover and Emburse Professional is a plus
- Proficient with 10-key calculator/data entry and typing skills.
- Strong organizational skills and attention to detail.
- Ability to multi-task and manage responsibilities across multiple entities and accounting periods.
- Strong verbal and written communication skills.
- Ability to problem solve and work independently and collaboratively.

## **Essential Functions and Responsibilities**

### **Contributions and Offerings**

- Count and process weekly offerings and various church collections.
- Input contributions into financial and contribution software systems.
- Process online giving, ACH contributions, and bank-returned items.
- Prepare and mail annual contribution statements and offering envelopes.
- Conduct contribution reviews for ministry leadership candidates.

### **Accounts Payable**

- Review invoices, reimbursement requests, purchase requests, and supporting documentation for accuracy and approval.
- Code and enter invoices, reimbursements, and check requests into the accounting system.
- Process payments via ACH, Wire transfers, and online distributions to vendors and recipients.
- Maintain vendor files and supporting documentation.
- Assist staff with implementation of accounting policies and procedures.

### **General Accounting Office Support**

- Assist with bank reconciliations, deposits, filing, spreadsheets, and supply ordering.
- Process coin deposits and miscellaneous office deposits.
- Provide backup support for other accounting office functions.
- Perform additional duties as assigned by accounting leadership.

## **Qualifications and Experience**

- Accounting, bookkeeping, or related experience preferred.
- Minimum of 2 years of accounting or bookkeeping experience preferred.

- Experience with financial systems and data entry preferred.
- High school diploma required; additional accounting education preferred.

**Attributes**

- Christ-like servant attitude.
- Dependable, loyal, and trustworthy.
- Demonstrates excellence, integrity, and professionalism.
- Organized, detail-oriented, and structured.
- Ability to maintain confidentiality at all times.
- Team-oriented with a willingness to assist others.

**Physical Requirements**

- Ability to sit and work at a computer for extended periods.
- Ability to perform minor lifting.
- Reliable transportation and ability to drive as needed.

**Public Contact**

- Frequent interaction with church staff, members, missionaries, and vendors through phone, email, and in-person communication.