



Job Profile

The Accounts Payable Associate ensures that church payables and credit card bills are processed in a timely manner and expenses are posted accurately to the general ledger. This part time nonexempt (hourly) position includes approximately 15 hours per week and reports the Business and Finance Manager.

Job Responsibilities

Essential duties:

- Maintain financial integrity of all accounts payable records of the church.
- Online interface with the bank, credit card company and vendors to process transactions.
- Process check requests two times per week, generally on Tuesdays and Thursdays.
- Processes credit card bills monthly.
- Coordinate with the Business and Finance Manager in the preparation of monthly departmental financial reports.
- Monitor and flag budget overages on a monthly basis.

Other duties:

- Occasionally backup the Contributions Associate for days off.
- Assist with special projects as assigned.
- Periodically archive and/or purge records according to federal recordkeeping guidelines.

Knowledge, skills, and abilities

- Personal relationship with Jesus Christ
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church statement of faith
- Attention to detail and accuracy, ability to meet deadlines
- Proven abilities in bookkeeping and accounting (2+ years of experience), preferably in a non-profit environment
- Knowledge of non-profit accounting practices
- Excellent communication skills, both oral and written
- Ability to maintain confidentiality of both giving and payment information as appropriate
- Customer/Client focused
- Proficiency with MS Office including Excel, Word, and Outlook

Work Conditions

Environment

“We know that for those who love God all things work together for good, for those who are called according to his purpose.”
Romans 8:28 ESV

- No lifting or physical demands except for the occasional box of envelopes or checks

Hours

- Flexible schedule on Tuesdays and Thursdays, occasionally working a few hours on other days

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.