

Job Description

Job Title: AP/Finance Accounting Specialist

Reports To: Executive Pastor

Summary: Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for all Accounts Payable functions including: review of mail, invoices/statements accuracy, credit card review, check printing, monthly Collect Consumer Use/Local Use Tax payments and compiling all 1099 Vendor information.

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders, researches discrepancies, and approves for payment.

Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

Reconciles bank statements for multiple bank accounts.

Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.

Reconciles general ledger accounts with various registers.

Extracts general ledger information.

Compiles cost reports and revenue and balance sheets.

Prepares for monthly Finance Team meeting.

Communicates and works with Conference Treasurer and Controller as needed.

Processes bi-weekly payroll with payroll service application.

Maintains and updates staff benefits.

Attends monthly staff, finance and leadership meetings.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software and Payroll systems.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

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

The noise level in the work environment is usually moderate.

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 functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.