



Title: Accounts Payable Clerk
Department: Administrative
Supervisor: Laura Moscoso, Accounting Supervisor
Work Hours: +/- 20 hours weekly
Status Category: 5
Staff Category: Part-Time Administrative
Job Description Updated: 06/25/21

Community Christian Church is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a believer in the Lord Jesus Christ, have a heart for ministry, and a desire to see God's kingdom advance and be committed to making Community Christian Church (Community) your church home, the place where you worship and serve.

POSITION SUMMARY

Community is looking for a part-time Accounts Payable Clerk to work +/- 20 hours per week. Candidates should have a strong ability to work accurately with numbers, possess excellent communication skills, and be VERY detail-oriented. Must be proficient with QuickBooks, Microsoft Excel and Word and have at least 2 years of accounting experience.

QUALIFICATIONS:

- Ability to maintain a high level of confidentiality; will be required to sign a Confidentiality Agreement
- Demonstrate high degree of professionalism, trustworthiness, discernment, good judgment and integrity
- High School Diploma and 2+ years of experience in Accounting, preferably church or non-profit related
- Coachable and approachable
- Be solutions-oriented, have strong planning and problem-solving skills
- Be organized, efficient, and detail-oriented
- Proactive and take initiative to ensure projects are completed in timely manner
- Proficient in QuickBooks (QB), MS Excel, MS Word, using PC or Mac systems, internet research

RESPONSIBILITIES

- Perform a variety of tasks related to accounts payable
- Maintain vendor files
- Communicate with vendors as needed
- Process quarterly payments to mission organizations we support
- Provide staff with monthly expense reports
- Enter all credit card expenses in QB
- Other duties as assigned
- Cross-train with other Accounting Team members in order to cover for absences, etc.