

First Baptist Church
POSITION DESCRIPTION

TITLE: Accounting Administrator, Accounts Payable

SUMMARY

The Accounting Administrator, Accounts Payable performs accounting support functions, including the processing of accounts payable and maintains vendor records.

ESSENTIAL RESPONSIBILITIES

Process weekly invoices and check requests.
Process weekly cash disbursements.
Process monthly credit card statements.
Maintain vendor records and the collections of W-9 forms from vendors.
Prepare and distribute annual 1099's.
Maintain the accounting accountability policy.
Maintain absolute confidentiality of information.
Other duties as assigned.

KNOWLEDGE, SKILLS AND ATTITUDES

Technical and basic bookkeeping proficiency.
Customer service perspective.
Personal growth and learning orientation.
Experience with accounting software and proficiency in Microsoft Excel.
Ability to work independently and efficiently.
Superior interpersonal and communication skills.
Attention to detail and accuracy of work product.
Ethical conduct.

EDUCATION AND EXPERIENCE

High school education.
Two years of relevant experience.

POSITION PROFILE

Part-time
Support
Non-exempt