

**Position: Accounts Payable****Location: Impact Church****Position Type: Full-time****About Impact Church:**

Impact Church is a vibrant, community-focused congregation committed to spreading faith, hope, and love. We provide a wide range of programs and services designed to uplift and support our community, both spiritually and practically. Our mission is to make a positive impact through our worship, outreach, and educational initiatives.

**Position Overview:**

The Accounts Payable Coordinator provides administrative and financial services to ensure an effective, accurate, decisive, and effective operation. This role includes monitoring and processing payments for the church and school. The accounts payable coordinator should perform these duties efficiently and effectively to ensure that the finances are updated, and vendors are paid according to the agreed-upon terms.

**Tasks**

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts by analyzing invoice/expense reports; and recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase orders, contracts, invoices, or payment discrepancies and documentation; ensuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Process accounts payable by using appropriate software for final submission.
- Maintains the general ledger by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Update and maintain vendor database and maintain account payable files.
- Conducts 1099 preparation and W-2 forms to employees and vendors.
- Protects the organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.
- Assists in the monthly financial close process
- Work with the Director of Accounting on monthly reports to the Executive Team
- Send monthly reports to the staff to verify their expenditures.
- Updates job knowledge by participating in educational opportunities.
- Attend weekly church staff meetings

- Document payables policies and procedures as required ensuring compliance.
- Assist in special projects as needed

### **Qualifications and requirements**

- A demonstrated Christian faith commitment.
- 2 years or more experience preferred
- Ability to prioritize and multi-task in a fast-paced environment
- Ability to handle confidential information in a discreet, professional manner
- Problem-solving skills
- Eye for detail, accuracy is imperative, thoroughness
- Able to meet deadlines
- Strong oral and written communication skills
- Strong organizational and analytical skills
- Ability to be an effective team member and display initiative
- Solid data entry skills
- Understanding of basic accounting principles
- Strong numerical skills
- Understanding of internal controls
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Computer skills including experience with MS Excel and Microsoft Office products
- Experience with ERP systems, Sage Intacct Accounting, QuickBooks
- Ability to adjust readily to change and adapt as needed
- Ability to build solid, effective working relationships with others
- Must be a member of Impact Church or actively taking steps to become a member, demonstrating a commitment to our faith-based community values

### **Competencies (in order of importance)**

- Attention to Detail —requires being careful about detail and thorough in completing work tasks.
- Integrity —requires being honest and ethical.
- Dependability — requires being reliable, responsible, and dependable, and fulfilling obligations.
- Analytical Thinking —requires analyzing information and using logic to address work-related issues and problems.

- Achievement/Effort —requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Lines of communication**

- This Position Reports to the Director of Accounting
- The position interacts with the information and activities of the Purchasing Coordinator and the rest of the Finance Team

**Working conditions**

- Job Type: Full-time
- Salary: \$40,000 - \$50,000
- This is a full-time position.
- Work Location: In person