

POSITION DESCRIPTION

Position Title: Accounts Payable and Payroll Specialist

Work Schedule: Full Time (40 hours/week)

Supervisor: Controller

Accounts Payable

- Process all payments timely
- Review invoices for accuracy and appropriate documentation prior to payment
- Perform general-ledger data entry and reconciliations
- Assist with credit card and bank account reconciliations
- Generate purchase orders when necessary
- Obtain and print signatures on all checks
- Manage vendor relationships, documentation, and data (W9s, tax-exempt status, etc.)
- Review and produce relevant annual statements
- Oversee credit card system, ensuring transactions are coded and approved timely

Payroll

- Process bi-weekly payroll, benefits, and withholdings for all employees
- Verify data quality prior to posting
- Review and produce relevant annual statements
- Address issues and questions regarding payroll from employees
- Primary point of contact for payroll system

General

- Regular reconciliation of accounts
- Maintain records and compliance
- Prepare reports as requested
- Assist management as needed
- Perform other duties as assigned

Required Qualifications & Abilities

- Bachelor's Degree in Accounting, Business, or related field or equivalent experience
- Understanding of basic principles of finance, accounting, and bookkeeping
- Working knowledge of MS Office
- Excellent time management skills and detail orientation
- Trustworthy and able to maintain full confidentiality
- Demonstrable faith in Jesus Christ

Preferred Qualifications & Abilities

- Prior related experience
- Experience with accounting software
- Proficient in MS Office