

Responsible to: Director of Finance

Status: 16 hours/week

General Position Overview:

The Accounts Payable Clerk is responsible for maintaining the Accounts Payable processing system; ensure all expenses are accurately recorded and properly documented; maintain and document relationship with all vendors, contractors and employees; assist with the monthly and annual close of books and records.

Ministry Responsibilities:

- Maintain WACC's Accounts Payable processing system in accordance with conventional non-profit accounting practices
- Maintain vendor permanent file and ensure required documentation (e.g., W-9) is current and in compliance with all applicable tax requirements
- Ensure the accurate and timely recording, documenting, and posting of Accounts Payable transactions and checks
- Complete data entry to ensure all Accounts Payable invoices, credit card transactions and check requests are recorded in compliance with church policies, applicable laws and regulations, and sound internal control
- Ensure IRS Form 1099 is prepared for all appropriate vendors at year-end
- Prepare and provide to the Director of Finance monthly reconciliations of Accounts Payable including proposed general journal entries and supporting documentation
- Prepare cash requirements reports and reconciliations and submit to Director of Finance for review
- Assist with documentation for the audit as necessary
- Perform other duties and special projects as requested by the Director of Finance

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District
- Ability to effectively interact with staff regarding areas of responsibility
- Must have strong communication skills and experience working effectively with management

- Knowledge of accrual accounting principles, applicable best practices, and related tax laws
- Strong computer, Excel and time management skills and able to work independently and with a team

Working Church Staff and Volunteer Relationships:

- Works well with Volunteers and Staff
- Report directly to the Director of Finance
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e.: Easter, Christmas, VBS) by serving in a ministry outside your own area
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a small group, and/or volunteer in its ministries)

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook
- This is a part time 16 hour per week paid position