

# ACCOUNTS PAYABLE COORDINATOR

## CALVARY CHURCH

Calvary Church seeks to be a joyful family being changed by the gospel to love like Jesus across all cultures and all generations. *As the accounts coordinator you are primarily responsible to manage the church's outgoing payments and maintain financial records. This job is usually a 30-32 hour per week position and can be during school hours. Pay range for this position is \$23 to \$29 per hour and qualifies for discounted tuition at the school and preschool.*

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SANTA ANA, CA 92705

CALVARYLIFE.ORG

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## YOU ARE KNOWN AS:

- A follower of Jesus living life above reproach; a lover of His Word
- A team player, hard-worker, task oriented, organized and detailed.
- Able to communicate with vendors to resolve discrepancies.
- Has basic accounting knowledge, and knows their way around Excel
- A detail-oriented, task-driven go-getter
- A learner; teachable; always growing



## WHAT YOU WILL BE DOING ON-THE-JOB:

- Using Microsoft Great Plains to help organize all payables
- Using Microsoft Excel to organize and reconcile credit card transactions
- Helping to prepare 1099 tax forms each year
- Working alongside the Controller to meet audit deadlines
- Maintaining Taxpayer ID Number, Form W-9, files
- Reviewing funds requests and invoices for School, Preschool, and Church requesting further documentation where required
- Working with Calvary School to prepare their deposits
- Working with Calvary School and Preschool to assemble monthly FACTS reports to reconcile tuition and other fees
- Working with a small team weekly to count and deposit tithes received
- Maintaining a clean and organized filing system for all electronic and paper financial records and documents



## BONUS POINTS IF:

- You can focus on details for hours and you love to check the box
- You find joy in balancing your checkbook each month!



## YOUR TEAM:

- **Your supervisor** ↑ : Controller, and Executive Pastor
- **Your ministry team** ↔ : Business Administration Staff



## EVERY EMPLOYEE AT CALVARY IS EXPECTED TO:

- Support the leadership of Calvary
- Advocate for Calvary's Vision, Mission, Calling, Values
- Attend regularly scheduled meetings (Chapel, Pastoral Staff meeting (quarterly), Staff Days Away, Monthly Birthday Gatherings, and others)
- Engage in the weekly Worship Service
- Participate in a LifeGroup for at least one season each year
- Actively contribute to all-church events (Reach Week, Easter services, Annual Church Meeting, Church Picnic, VBS, Beach Baptisms, Light the Night, Christmas services, etc.)
- Participate in staff trainings, retreats, conferences, in addition to regular schedule
- Maintain general knowledge of all-Calvary events to help all people connect
- Be proficient in computer and technology use: Google drives, docs, sheets, Word, Excel, PCO
- Model a biblical standard of conduct - private, public, online
- Submit to and uphold Calvary's bylaws and doctrinal statement
- Adhere to guidelines stated in Employee Handbook
- Be or become a Calvary Church member during the first year of employment-[calvarylife.org/membership](http://calvarylife.org/membership)

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## How to Apply for this Role

To submit your application for the Accounts Payable Coordinator, please fill out the Employment Application available on our website at [calvarylife.org/jobs/](http://calvarylife.org/jobs/). Once completed, send your resume in an email to Marisa Foasberg (Controller and HR Manager).

Questions? Contact Marisa Foasberg, HR Manager, at [mfoasberg@calvarylife.org](mailto:mfoasberg@calvarylife.org)