



Job Title: Business Assistant – Accounts Payable
Job Type: Part-time – 25 up to 29 hours per week
Reports to: Senior Accountant
Supervises: None

Vision: We believe that life is experienced better together through a relationship with Jesus Christ and other believers.

Mission: To make disciples of Jesus Christ.

Culture: Together, not only welcome, but intentionally cultivate the opportunity to worship together; grow together; serve together; give together; and witness together. We do this joyfully and sacrificially so that that all may experience the love and life of Christ, among us.

The Accounts Payable Clerk is a part-time, non-exempt position with no benefits.

Responsibilities:

- Payables Processing
- Vendor contact & troubleshooting
- Member Quarterly Giving Statements
- Credit Card Reconciliations
- Perform data entry associated with accounts payable
- Enter weekly contributions into Shelby software
- Process check requests and vendor payments weekly
- Maintain proper signature guidelines for checks and invoices
- Maintain financial records
- Research month end accounting discrepancies as needed
- Other administrative tasks as required

Recommended Qualifications

- High school diploma plus college credit hours
- 3+ years office experience

- Basic knowledge of accounts payable practices
- Ability to work on multiple tasks and complete assignments by deadlines
- Computer proficiency in Microsoft Office products
- Microsoft Word and Excel proficiency
- Strong organizational skills and attention to detail
- Shelby Next experience a plus
- Strong verbal communications a plus
- Ability to lift up to 30 pounds