



Position: (Temp) AP Clerk (Part-Time 25 hours per week)

Reports to: Sr Manager of Financial Operations

Supervises: N/A

Classification: Temporary; part-time

Location: Central Office

Organization: The Church of Eleven22

Objective

The AP Clerk is responsible for the recording and payment of invoices and related payables to include operating expenses, check requests and other reimbursements. The AP Clerk is also responsible for providing additional support for the finance team.

Key Responsibilities

- Receiving, processing, verifying and reconciling invoices and check requests
- Perform data entry for invoices due for payment by verifying pertinent data and resolving contract, invoice or payment discrepancies and documentation
- Assist in organizational activities associated with credit card processing
- Collaborate and partner with ministry areas to collect needed month-end activity including credit card transactional data
- Other duties as assigned, including assisting other team members and finance projects as necessary
- Maintain filing system and protect operations by keeping financial information restricted and confidential

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Attention to detail
- Ability to learn and utilize new computer software
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning and problem-solving skills
- Customer service focus-oriented
- Manage confidential and sensitive information with discretion
- Efficiently meets deadlines



Education & Experience

- High school diploma or equivalent with some college coursework and appropriate level of experience required
- Prior experience in accounting required; minimum of one year of office experience in an environment which involves accounting
- Preferred experience with Microsoft Outlook, Word, Excel and Intacct

Position Type/Expected Hours of Work

This is a part-time position. Days and hours of work may vary depending on church need.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.