



BURNT HICKORY

Baptist Church

Accounts Payable Clerk

Job Function:

To review, reconcile, and pay the church's bills in a timely fashion. Managing payment transactions for different accounts and ensuring accurate and timely processing of payments in compliance with policies. Tasks involve processing invoices and payments, vendor relations, recordkeeping and data entry, expense report management, reconciliation, and audit reporting.

Hours: Full-time or Part-time

Responsibilities:

- Invoice Processing
- Payment Process
- Vendor Relations
- Recordkeeping and Data Entry
- Expense Report Management
- Reconciliation
- Reporting
- Compliance
- Month-End and Year-End Procedures
- Support for Audits

Skill requirements:

- Accounting degree required
- 5+ years experience , non-profit is preferred, but not required.
- Proficiency in accounting software and MS Excel.
- Strong attention to detail and organizational skills.
- Excellent communication and problem solving abilities.