



Title: Accounts Payable Clerk	Prep/Revised Date: May 2025
Reports To: HR/Finance Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 20-22 Hours	Campus: Fort Collins

Summary

The Accounts Payable Clerk compiles and maintains accounting records for all payable systems. This includes working with vendors, service providers, and staff to reconcile credit cards, pay invoices, and process request forms by writing checks and using electronic payment methods. Responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Duties & Responsibilities

- Clarify any questionable invoice items, prices, coding, taxes, or receiving signatures on incoming payables.
- Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records.
- Set up new and maintain all online re-accruing payments.
- Encourage and enable direct deposit for re-accruing reimbursement payments.
- Ensure the accuracy of the organization's financial documents for payment, auditing, and tax purposes.
- Protect the business from unintentional overpayments.
- Practice effective monitoring to ensure payments are made to vendors in a timely manner.
- Assemble and review invoices to be completed for payment.
- Process invoices weekly, and reimbursements by check or electronic systems.
- Process urgent checks when needed.
- Monthly process vendor credit card payments, leases, rents, and contract labor.
- Wire money as needed.
- Order and maintain all vendor credit cards as needed.
- Annually prepare the 1099 tax forms.
- Monitor the uncleared check report and reach out to the payee to reconcile as needed.
- Prepare and report yearly energy compliance with the city of Fort Collins and CO.
- Process all yearly property tax reports and payments.
- Assist in end of year fiscal duties and prepare for annual Audit.
- Cross-trained to assist with other accounting duties as needed.

Skills/Qualifications

- Comfortable/Proficient in Microsoft Office Suite applications, Excel, QuickBooks, and database experience is a plus.
- Must have basic mathematical skills, knowledge of bookkeeping, basic budget, and expense monitoring.
- Must have interpersonal skills, the ability to work with people, to communicate clearly and effectively on the telephone, by e-mail, Microsoft Teams, and in person, demonstrating tact and diplomacy.
- Detail oriented and organized, with analytical skills.
- Problem solving skills.

Education and/or Experience

- One year of Accounts Payable experience is required.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.

- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20 - 22 hours per week. Monday – Thursday, 8:30 AM – 1:30 PM unless otherwise determined by your supervisor.

Compensation: Non-exempt. \$17.00 - 21.50 per hour; based on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)