

Accounting and Payables Clerk



ACCOUNTING AND PAYABLES CLERK ROLE DESCRIPTION

The Accounting and Payables Clerk positions Cherry Hills Community Church and Cherry Hills Christian School to faithfully steward that which God has entrusted to us by completing all aspects of the Accounts Payable function, performing regular cyclical accounting tasks and completing specific projects on an as-needed basis.

RESPONSIBILITIES

Oversee All Accounts Payable Systems and Vendors

- Collect and file W-9s
- Process all incoming requests for payments according to predetermined standards

Assist in the Processing of the Weekly Offering

- Write up deposits and corresponding journal entries (twice a week)
- Share weekly bank runs (3-4 times/month)

Support Monthly Close Process

- Prepare and input General Ledger journal entries
- Review and reconcile Corporate Card accounts

Collect, Sort and Distribute incoming Mail (Internal and External) for the Department

Assist in a Successful Annual Audit

- Prepare audit work papers
- Repond to auditor inquiries
- Research questions as needed

Provide Excellent Customer Service to Staff and Volunteers

Perform Other Duties and Tasks as Assigned

Model a Growing and Vibrant Relationship with Christ

Demonstrate Commitment to Cherry Hills Community Church

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Controller and CFO
- Attend department and All-Staff meetings

OTHER REQUIREMENTS

- Prior accounts payable experience
- Experience (2-3 years) with Microsoft's Great Plains accounting software preferred

POSITION TYPE: Part-Time, Non- Exempt

HOURS PER WEEK: 20