|  | **POSITION TITLE:** Accounts Payable Assistant  **CAMPUS OR TEAM:** Central Support Ministry Services  **REPORTS TO:** Director of Finance **HOURLY** **HRS PER WEEK:** 25Position summaryThe Accounts Payable Assistant is a member of the Finance Team and is responsible for paying all invoices and bills for the church. This position will be charged with keeping current all payables, reimbursement, credit card statements and vendor accounts. This role will also be exposed to a large amount of confidential information, therefore requiring considerable judgment, tact and people skills to be effective.POSITION RESPONSIBILITIES:  * Review all invoices, reimbursements and church credit card charges for appropriate documentation and approvals prior to payment * Maintain accurate and up to date Vendor files * Print and obtain signatures on all accounts payable check * Distribute signed checks as required * Communicate with Director of Finance outstanding payables, missing receipt documentation and monthly status of church credit card receipts  POSITioN REQUIREMENTS:  * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability * Experience in bookkeeping, account payable, general ledger and financial reporting * General computer skills * Experience with Outlook, Excel, Word, QuickBooks or similar accounting software * 2-4 years accounting/bookkeeping experience * Accounting/Finance Degree a plus  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * Weekly Payables * All Dashboard Metrics * Annual Employee Evaluation * Timeliness and accuracy related to accounts payable and reimbursements  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times  Disclaimer Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**   * **Standing.** Particularly for sustained periods of time. * **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. * **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. * **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. * **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. * **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. * **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. * **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.   **Physical requirements of this position.**   * **Sedentary work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.   **The visual acuity requirements including color, depth perception, and field vision.**   * The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.   **The conditions the worker will be subject to in this position.**   * None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) |
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